

# HIRING SUCCESS TOOLKIT TEMPLATE

## 📌 STEP 1: IDENTIFY WHAT TO DELEGATE

LIST 5 TASKS THAT TAKE UP TOO MUCH OF YOUR TIME OR AREN'T YOUR ZONE OF GENIUS:

- 1.
- 2.
- 3.
- 4.
- 5.

## 📌 STEP 2: DEFINE THE ROLE

JOB TITLE: -----

KEY RESPONSIBILITIES:

- 
- 
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## 📌 STEP 3: IDEAL CANDIDATE PROFILE

MUST-HAVE SKILLS/EXPERIENCE:

- 1.
- 2.
- 3.

SOFT SKILLS/CULTURE FIT:

- 1.
- 2.
- 3.

## 📌 STEP 4: WHERE TO FIND TALENT

- REFERRALS FROM YOUR NETWORK
- LINKEDIN OR ONLINE JOB BOARDS
- INDUSTRY-SPECIFIC HIRING PLATFORMS
- FREELANCER SITES (UPWORK, FIVERR, ETC.)

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## 📌 **STEP 5: INTERVIEW & ONBOARD SUCCESSFULLY**

### INTERVIEW QUESTIONS:

- TELL ME ABOUT A TIME YOU HANDLED [SPECIFIC JOB CHALLENGE].
- WHAT EXCITES YOU ABOUT WORKING WITH OUR BRAND?
- HOW DO YOU HANDLE TIGHT DEADLINES OR HIGH-PRESSURE SITUATIONS?

### ONBOARDING CHECKLIST:

- INTRODUCE THEM TO YOUR BRAND, MISSION, AND EXPECTATIONS.
- PROVIDE TRAINING MATERIALS OR SOPs.
- SET UP REGULAR CHECK-INS FOR FEEDBACK AND SUPPORT.

PRO TIP: HIRE SLOW, FIRE FAST. A GREAT TEAM WILL ELEVATE YOUR BUSINESS, BUT THE WRONG HIRE CAN COST YOU TIME AND MONEY. FOLLOW THE PROCESS AND HIRE LIKE A BOSS BABE! 🚀 ✨