

# PERSONAL EXPERIENCE.

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# VACANCY

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- ✘ Job description.
- ✘ Qualification.
- ✘ Cancel vacancy.

# PLAN

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Resumption Date.

Training pattern.

Period of proficiency.

- ✘ Attitude 90% of success.
- ✘ Essay on ideal candidate.

# SOURCE OF SUITABLE CANDIDATES.

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- ✘ Within, promote.
- ✘ Personal contacts.
- ✘ Bill board.
- ✘ Internet IBB, SMS.

# SOURCES.

- ✘ Placement agencies.
- ✘ Newspapers/magazines.
- ✘ Existing waiting list.
- ✘ Customers.
- ✘ Good pay, plenty candidates.

# TRACY'S LAW OF 3

- × Hire slowly.
- × Match-making.
- × Match-makers.
- × Conduct-weeding tests.

- ✘ Panel members – 3 to 7
- ✘ Include a human lie detector.
- ✘ Prepare a standard formant.
- ✘ Do pep-talk or prayer.



- ✘ See candidates in turn.
- ✘ Calm down each candidate.
- ✘ Spell purpose, be friendly.
- ✘ Do history, cross examination.

# ASK THE CANDIDATE?

- ✘ Where will you be in 5 years – ambition.
- ✘ Your proudest achievements.
- ✘ Are you a honest lady.
- ✘ Under what circumstance do you lie.
- ✘ Where can you contribute the most.

# ASK YOURSELF?

- ✘ Can she sustain harmony and discipline.
- ✘ Does she think/look like us.
- ✘ Is she good or SWAN.
- ✘ Is she Ok for Sunday family dinner.
- ✘ CONDUCT SWOT Analysis.

# RULES.

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- ✘ Avoid desperate candidates.
- ✘ Avoid emotion, pity, sympathy.
- ✘ Avoid gift candidates.
- ✘ Avoid negative, complaining candidates.
- ✘ Avoid 3<sup>rd</sup> party candidates.

# CAUTION.

- ✘ Friends.
- ✘ Couples.
- ✘ Twins.
- ✘ Extended family members.
- ✘ Religion/Sympathy.
- ✘ Emotion/Pity.

# RESUME.

- ✘ Mainly for references.
- ✘ Focus on achievement.
- ✘ Determine restlessness.
- ✘ Check references.
- ✘ Make the call.

# GROUP INTERVIEW. ANOTHER DAY.

- ✘ For shortlisted candidates.
- ✘ Show case the job – bride.
- ✘ Explain remuneration.
- ✘ Hire tough.
- ✘ Key: preparation.

Panel members: Observe each Candidates.

- Study Body Chemistry.

# THE BRIDE.

- ✘ Company profile.
- ✘ The job – Transfer, rosters.
- ✘ Salary, accommodation, cars.
- ✘ Let candidates rate themselves.



# SALARY.

- ✘ Prepare well.
- ✘ Determine market rating.
- ✘ Confirm “Expected Salary.”
- ✘ Start low, increase after probation.

# TRIAL MARRIAGE: PROBATION.

- ✘ 90 days – can be extended.
- ✘ To establish compatibility.
- ✘ The practical part of interview.
- ✘ Confirmation- on satisfactory performance.

# START HIM RIGHT.

- ✘ Do orientation, introduction.
- ✘ Explain the job, the role.
- ✘ Spend time with him.
- ✘ Create a buddy system. 18.

# START HIM STRONG.

- ✘ Do work over load.
- ✘ Challenge his capacity.
- ✘ Conduct discussion and feed back.
- ✘ Catch him doing something right.

## CONCLUSION

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*I hire the best. I choose people for their intelligence, attitude, and enthusiasm – people who can do a job better than I can. I never load myself so that people under me aren't challenged.”*

- T. Bonne Pickens