
Hire a Great Team Member

Brought to you by Wide Awake Business



Wondering why some of your team members just didn't work out?

This tool gives you unique insight into your prospective hire...and your existing team...to place the right person in the right position and have them working in their strengths.



A, B, C Skill Set Finder

So many leaders find out too late they've hired the wrong person for the job. Or can't figure out why contractors didn't work out. And feel like it's just easier not to try again to find the right person, because the right person doesn't exist.

Let us introduce you to a "tool" we use in our business and hand to our clients that shows you how to find your best hire from all the prospects you are considering. We call it the "A, B, C Skill Set Finder."



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And here's what these mean:

“A” Skill Sets are their strengths. They are great at doing these things, love doing them. If they could spend all time doing these things, they'd be happy.

“B” Skill Sets are things they are good at. They like doing them.

“C” Skill Sets are the things they aren't good at, linger on their “to do” lists or they simply hate doing.

“A” Skill Sets	“B” Skill Sets	“C” Skill Sets

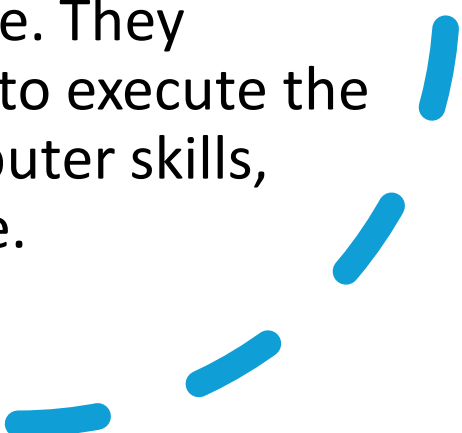


Before we dig in, what is a skill for this exercise?

A skill set is a particular category of talents or abilities necessary to perform a job.

There are soft skill sets (often overlooked when hiring) like people skills, communication, critical thinking, conflict resolution and the like. These are often hard to recognize in an interview as they are difficult to quantify.

Hard skills are quantifiable and teachable. They include specific knowledge and abilities to execute the job. Examples would be things like computer skills, accounting, marketing, sales and the like.



All research show that up to 78% of people check their A Skill Sets at the door when they come to work! Those things they love to do best, the abilities that exhibit their strengths get left behind. They don't bring them to their work.

Don't let that happen to you and your team.

Use the A, B, C Skill Set Finder to discover and then engage the best of every person on your team...including you!

"A" Skill Sets	"B" Skill Sets	"C" Skill Sets

Now here's how you use it:

1. Ask the prospective hire, or current team member (or even yourself) to find a quiet place and brainstorm their A, B and C Skill Sets.
2. List them on a sheet of paper and give them to you.
3. Discuss with them what they've listed. Talk with them about their "A's." What gets them excited about these? What types of projects have they worked on that used their "A" Skill Sets?
4. Engage them about their "C's." Find out the reason these skills don't resonant with them.

"A" Skill Sets	"B" Skill Sets	"C" Skill Sets

Now the ball's in your court.

Do their "A's" fulfill your needs?

Do their "C's" detract from the outcome you want?

Do their "B's" provide you with an opportunity to develop them further?

Hiring is about more than just credentials and reference checks. It's also about enthusiasm, interests and the ability to perform.



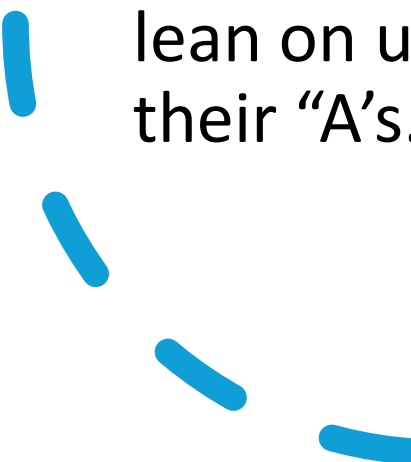


What do you want their answers look like? You want their “A’s” to be exactly what you’re looking for.

Maybe even discover a few surprises...talents...you can put to work in ways you hadn’t thought of.

You want their “C’s” to neither off-set their “A’s” nor harm the performance you expect from this position.

And you want their “B’s” to be things you want to develop or at least lean on until you can afford to bring in someone who has those skills as their “A’s.”



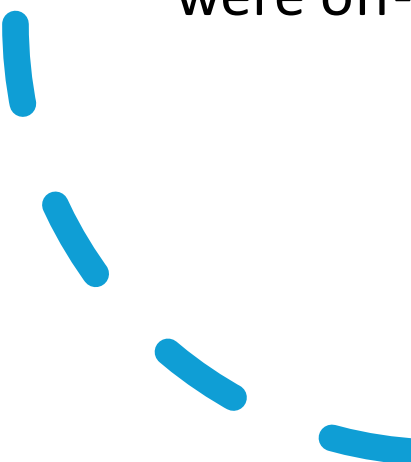
Here's an example of the Skill Set Finder at work:

As part of the work Martha (their coach) was doing for the client, she agreed to interview the client's assistant candidate. Martha's client had rolled through five assistants and felt she no longer had a good perspective to hire the right person. Martha interviewed the candidate. Her "A's" made Martha excited. The candidate loved talking to people. She loved to work with the staff scheduling and protecting her time...both of which would be her responsibility in this position. Martha found her engaging and exceptionally skilled in her "A's." (continued)



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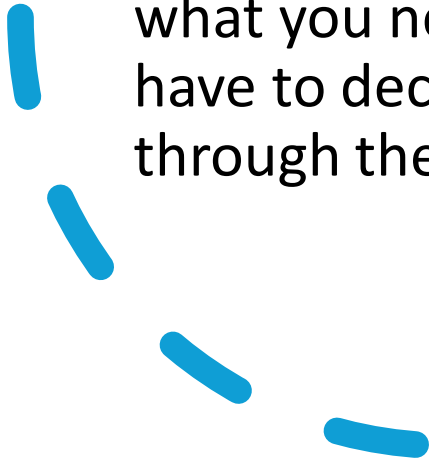
Martha thought her client had found the perfect hire...until Martha talked about the “C’s.” The candidate hated putting information into spreadsheets and doing reports. She didn’t like computers. If this person had been hired, she would have created a disaster for the client. Her Supervisor would not have been able to give her reporting excel spreadsheet tasks. While she had the absolute right “A” Skill Sets, those were off-set by her C’s.





The A, B, C Skill Set tool can be used for more than hiring. You can also use it to align the skills of your existing team. Have your team do the same exercise.

Look at the results.

- First, is each team member working in their “A” Skill Sets?
 - Do they have a valuable “A” you haven’t tapped into yet?
 - Do you have overlaps in A and B skills among your team? If you’re team is small, how can you eliminate the overlap to get the maximum from everyone?
 - Do you have “C’s” that show up over and over on your team? Then you know what you need in your next hire...someone who has those as their “A’s.” And you’ll have to decide who can deliver this skill in the meantime...who can best work through their “C?”
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Business Partners or Management Team

If you have a business partner or management team, you can do this same exercise with him or her. Create your A, B, C Skill Sets answers separately and come back together to examine your results.

Ask the following questions.

- First, is each partner working in their “A” Skill Sets?
- Are there valuable “A’s” you haven’t tapped into yet?
- Do you have overlaps in A and B skills between you and your partner? Who’s going to stop doing what?
- Do you have overlapping “C’s?” Who’s going to deliver that skill until you can hire someone?
- Where are the gaps between the partners?

How and who will fill them for now?



Increase Productivity, Eliminate Wasted Time, Improve Hiring . . .

Using the A, B, C Skill Set Finder tool will be improving, your hiring and, therefore, improve your productivity results. It will make your existing team more effective as you move them into their strengths and minimize their weaknesses. You and your business partner will execute more tightly, eliminate waste and repetition and advance your organization much faster.

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