

October 21, 2021



Small Group Discussion Questions

Hiring: Finding the right person

1. Have you used a recruiting system such as Indeed or Zip Recruiter? What are the pros and cons in your experience?
2. What's the difference between the "right hire" and a "desperate hire?" What qualities are you looking for?
3. Have you considered a "hiring assessment tool?" Do you know what that is?
4. What are pros and cons of using a personality profile in hiring? (Meyers-Briggs? DISC, others?)
5. Why are you needing to hire someone?
 - a. What are they going to do to enhance your business operations?
6. What can you outsource? (bookkeeping, payroll...what else?)
7. Do you have a vision and mission statement for yourself to clearly communicate with your new hire? Have you defined your core values? What is the best way to come up with these?
8. How do you let potential employees know working for your company would be a good thing? (example: website landing page? What else could you do?)
9. Do you ask for and check references? Give an example of some questions you ask during a reference check phone call?

Hiring: Being ready

1. What do you need to do to be ready to hire? (examples: training schedule, paperwork)
2. Are you up to date on laws that apply to you regarding hiring employees? What resources do you use to get this information?
 - a. Workers Comp laws
 - b. HR rules and regulations
 - c. An employee handbook
 - d. Are you offering benefits?
 - e. Do you have the appropriate sick leave plan?
3. Do you have a written job description? What are the types of things you would include?
4. What is a "safe" work environment?

Keeping Employees: Onboarding and culture

1. What is the difference between technical skills and interpersonal skills? How does this impact the culture in your office?
2. What onboarding practices do you follow when hiring a new employee?
3. What incentives do you use to keep employees satisfied?
4. What do you do to create a positive culture?