




How To Successfully Interview, Hire & Onboard Employees Remotely

Wednesday, April 5 at 12pm EST



With Keith Rosen, MCC

LinkedIn™
LIVE

THE TYPICAL HIRING PROCESS



INTERVIEW



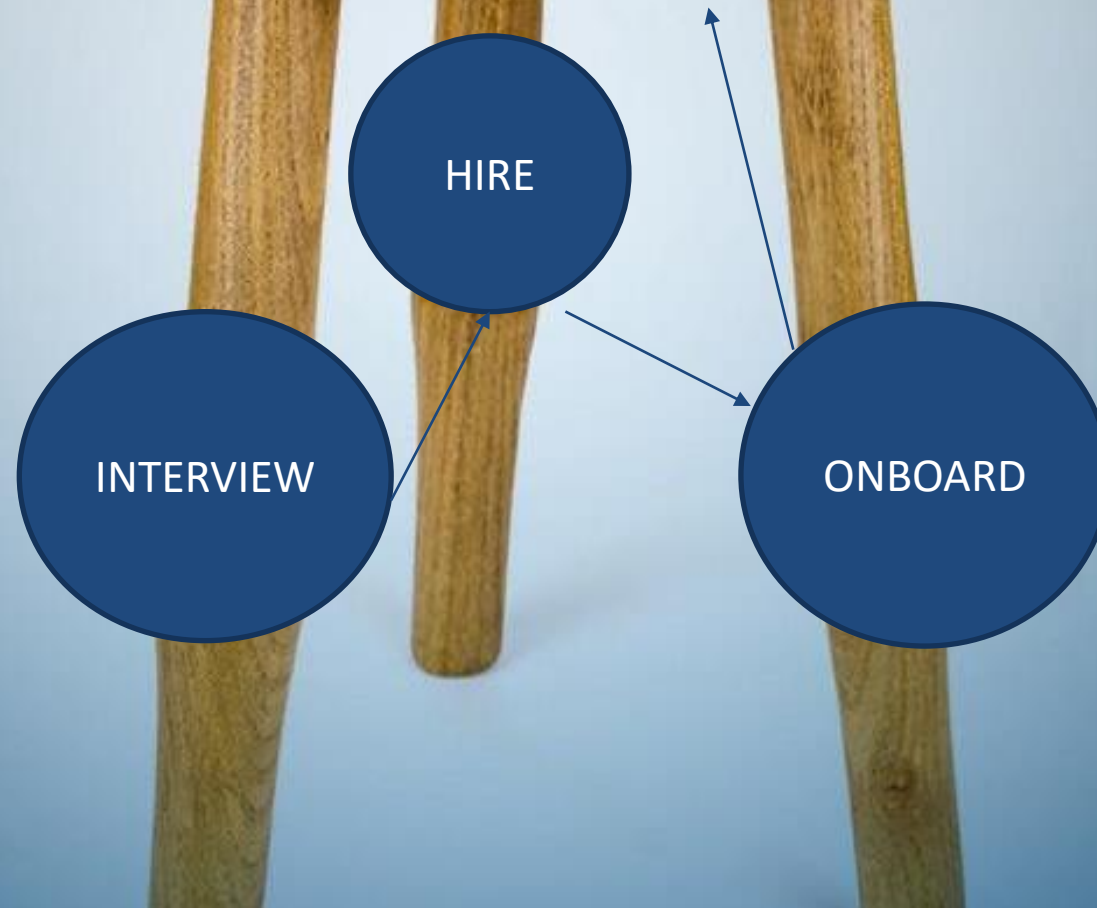
HIRE



ONBOARD

THE COMPLETE FORMULA FOR HIRING SUCCESS

Daily Coaching &
Ongoing
Development



THE INTERVIEW PROCESS

THE JOB DESCRIPTION

Does Yours Identify The
Skills AND
Characteristics?

(What vs. Who)



TOXIC TRAPS TO AVOID WHEN MAKING A HIRING DECISION

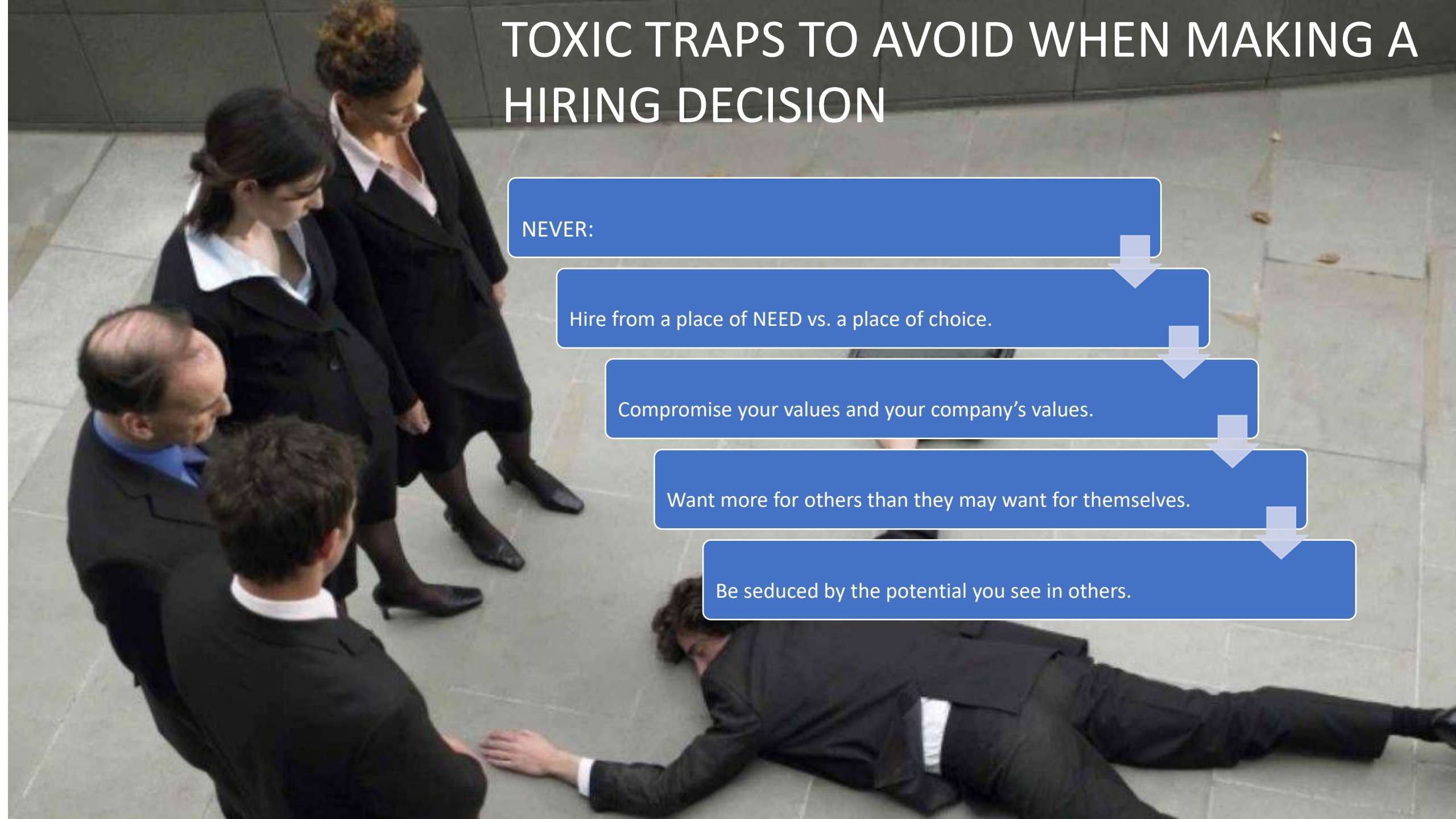
NEVER:

Hire from a place of NEED vs. a place of choice.

Compromise your values and your company's values.

Want more for others than they may want for themselves.

Be seduced by the potential you see in others.



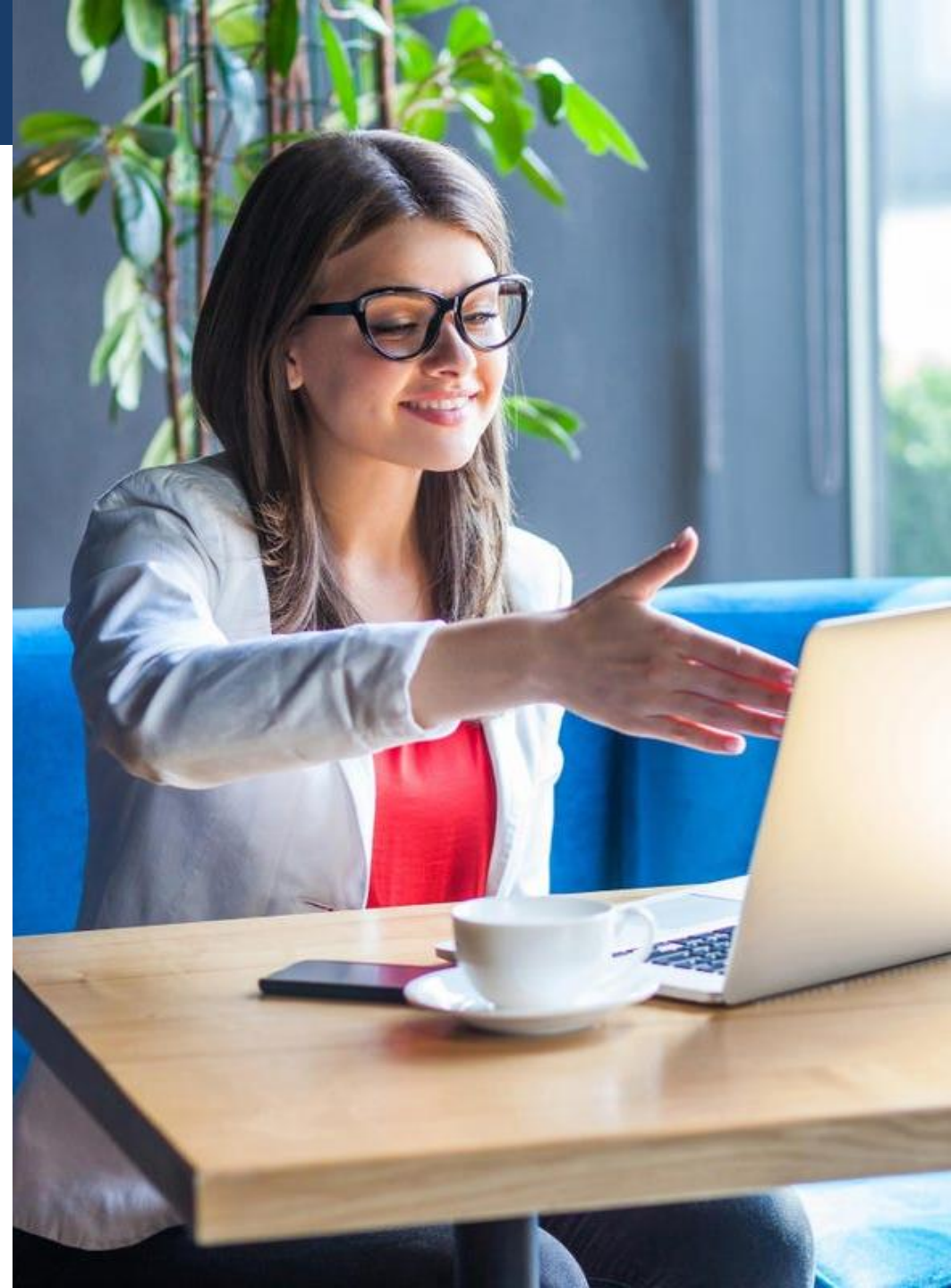
11 Steps To An Effective Interviewing Process

1. Initial Interview (screening)
2. Interview with that person's manager
3. Interview with other decision makers or influencers)
4. Peer Interviews/customer interviews
5. Interview prior employer (if possible)
6. Assessing written communication
7. Second Interview questions OR have them complete and assessment
8. Shadowing a coworker
9. Final Interview
10. Offer Position or Disqualify
11. Background Checks (references, social media/online reputation and presence, salary verification)

THE INTERVIEW

DEEPER BEHAVIORAL INTERVIEW QUESTIONS

1. What would your prior supervisor say if asked what your strengths and areas of opportunity for development were?
2. What was your supervisors name and title? Where is that person now?
3. Would your boss hire you back? Why?
4. Would you be willing to arrange for us to talk with them?
5. What are some of the values you have that you refuse to compromise?
6. How do you go about organizing your schedule and your day?
7. What were the most difficult criticisms for you to hear and accept?
8. If you were to call on a prospect for the first time, what would your message sound like?
9. You just delivered the final product/service to your new customer. They then called you irate. Let's say I'm the customer in this situation. Handle this? What would that dialogue sound like?
10. When speaking with a prospect, what would be your strategy to position yourself as the vender of choice? (What would you say, questions asked, etc.)
11. How would you craft your presentation and set the expectations of the meeting? (What would your presentation sound like?)

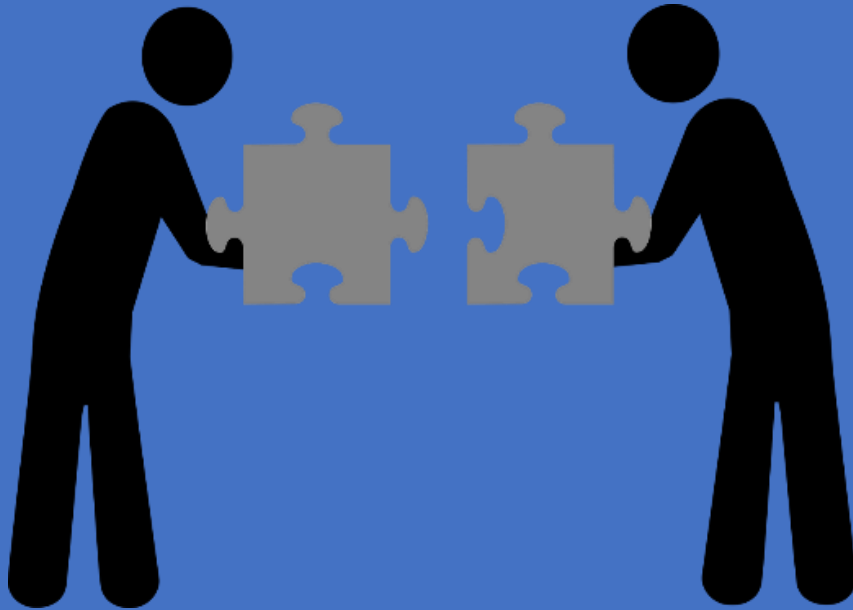


INTERVIEW QUESTIONS TO ASK THE INTERVIEWER

- 1.How can I make your job easier?** (If the person you're speaking to is your next potential manager or someone you would be working with.)
- 2.Other than achieving certain sales targets, how else do you measure performance?
- 3.Can I talk with some of the people on your team?
- 4.What is the average tenure of a salesperson in this position? What is the natural next step people take after working in this role?
- 5.How soon after being hired do you expect a new salesperson to start performing?
- 6.How can I deliver the most value to the company in this position?**
- 7.What would make me the candidate of choice for this position?
- 8.What is the overall company vision and mission statement?**
- 9.How would you describe the culture of the company?
- 10.How would you describe your management style?**
- 11.How long have you been in this position?
- 12.Why do you love to work here?**
- 13.What percentage of the salespeople are hitting or exceeding their sales targets? Why?**

THE TOP 5 ALIGNMENT QUESTIONS TO ASK DURING THE INTERVIEW

DON'T ASK:
"DO YOU HAVE
ANY
QUESTIONS?"



1. How does this align so far with what you're looking for and want to hear?
2. What questions, if any, do you have around...
3. What has grabbed your attention so far that we need to discuss further?
4. As we begin to discuss this position in more detail, what are the main points you'd like me to highlight?
5. What, if anything, can I clarify?

What's the Relationship Between
Your Job Description,



Your Ideal Candidate and Your Onboarding Process?

How to Enroll In Coaching – A One to One Conversation

How to Enroll Your Team In Coaching – A One to One Conversation

What I want for you is to experience the level of success you want in your career. After completing this leadership coaching program, I learned that, just like technology evolves, so does the way managers work with their team to maximize each person's potential.

Think about sports. The coach is there to make sure each player is always at the top of their game. I learned how I can be a better manager and coach so that I can support you in a way that would make you more successful. Keep in mind, this learning curve is something we're both going through together, so I may not get it perfect the first time, which is why I'll be looking for some feedback and coaching from you as well. What's most important is you understand my intentions here.

I wanted to take some time to talk about what your perception of coaching is, so that we can come up with a mutually agreed upon understanding and definition of coaching, set some measurable expectations and parameters around our coaching and what I can do to make this the most valuable experience I can for you. How do you feel about discussing this? Are you open to discussing this to ensure we make it work for you?

QUESTIONS TO SET EXPECTATIONS AND CREATE ALIGNMENT, TRUST, AND BUY-IN AROUND COACHING

- 1. How do you like to be managed?**
- 2. How would you define coaching?**
- 3. Have you ever been coached before? What was your experience like?**
- 4. If you needed to re-define the parameters and definition of coaching so that it's a valuable experience for you, what would it be?**
- 5. What would your expectations be of me from our coaching?**
- 6. What would you like to accomplish or ensure we cover during our coaching sessions that would be important and valuable to you?**
- 7. What concerns, if any, do you have about our coaching and what we discuss?**
- 8. How are you feeling at this point about our conversation and what we've discussed so far?**
- 9. The Coaching Accountability Agreement.**
- 10. Let's go ahead and schedule our first coaching session.**

HOW TO UNCOVER COACHING TO EACH PERSON'S PERSONALITY, VALUES AND MOTIVATION



1. What is most important to you in your career? In your life?
2. What are your personal priorities and core values?
3. What motivates you to come to work each day?
4. What gives you a sense of accomplishment at the end of each day?
5. If you could design your perfect day, what would it look like?
6. *If you didn't have to work, what would you do with your time?*
7. What makes you happy?
8. What frustrates you?
9. *How do you like to be rewarded / acknowledged for a job well done?*

THE HIRE - What Must A Job Offer Include?

- While the order of these items may vary, all job offer letters should include the following information.
- Job details.
- Salary and commissions.
- Benefits package.
- Contingencies and conditions. (A 30-Day Assessment Period?)
- Statement that the letter takes precedence.
- Contact information.
- Instructions for accepting the offer.

NOTE!

1. Cover important job details before you make an offer.
2. Make a job offer over the phone first.
3. Use effective offer letter templates.
4. Speed up the job offer approval process.
5. HR compliance, policies and procedures, social media, etc.



ONBOARDING AND THE FIRST 30 DAYS




THE HONEYMOON PERIOD

5 Phases of Employee Onboarding


Phase 1: Preboarding. Once you've accepted your offer letter and you're starting off day one at a new job, there's a lot to learn.



Phase 2: Onboarding and welcoming new employees.
Connection and culture



Phase 3: Training. (HR. Product knowledge, company story, sales process, etc.)



Phase 4: Transition to the new role. The Final Assessment.



Phase 5: THE BIG MISS – Ongoing coaching and development.

“85% of your financial success is due to **your personality** and ability to **communicate, negotiate, and lead.**

Shockingly, only 15% is due to technical knowledge.

~ Carnegie Institute of Technology

WHERE DO
YOU INVEST
YOUR TIME
DURING
TRAINING?

How do you
assess
learning and
competencies
during
onboarding?



? ARE YOU ?
ADVISING OR ASKING?



1. How much experience do you have around...?
2. How have you handled a similar situation before?
3. How much training have you had on...?
4. How familiar are you with...?

QUESTIONS TO DETERMINE IF YOU'RE

COACHING OR TRAINING

Great Companies Recognize the Need
To Train Managers On New Critical Conversations
With Their Team And Customers
That Connect People
In A Deeper, Personal, And
More Meaningful Way.

THE BIG MISS – ONGOING COACHING


DAILY ONGOING COACHING:

- Creates a learning Mindset.
- Builds Trust.
- Assimilates people into the culture
- Recognizes the opportunities for everyone's growth and greater success.
- reinforces desired behavior by coaching the win to identify best practices.
- Coaching is the glue that bonds personal goals and values with your company's values and goals, creating personal accountability.
- Makes people more valuable every day.



Nine Deeper Questions to Help People Create a Balanced Remote Life

1. What, if anything, are you struggling with?
2. How are you managing and balancing your personal responsibilities and priorities, while staying productive at work?
3. Walk me through how you're currently managing your day? Can you send me a screenshot of what your weekly routine looks like so we can compare how we both manage our time and learn from each other?
4. How have you set boundaries and expectations with your family when you're working at home to ensure you're productive and not distracted?
5. What's your daily self-care regimen? (Physically, mentally. Exercise, meditation, prayer, taking a walk, getting out of your house/workspace each day. The health benefits of being safely outside are priceless.)
6. How are you turning off work at the end of the day so you can enjoy and be present with your family and yourself?
7. What's your preferred method of communication? (Email, text, phone, video conference, carrier pigeon, Morse code? No Assumptions!)
8. How often do you want to meet with the team and for our one on ones so that you feel connected and not alone or isolated?
9. How can I best support you to create a productive, rewarding and enjoyable workplace so you can achieve your business goals while honoring your core values, personal goals, and priorities?



THREE QUESTIONS THAT EMPOWER PEOPLE TO HOLD THEMSELVES ACCOUNTABLE

1. What type of reward or incentive would drive you to achieve even more?
2. How can I hold you accountable (be your accountability partner) in a way that will sound supportive rather than negative? (How can we create personal accountability in a way that's positive and works for you?)
3. How do you want me to approach you if you don't follow through with the commitments you make? What would be a good way to bring this up so that you'd be open to my ideas and observations?

People create the mindset,
Mindset shapes behavior,
Behavior defines culture,
and ultimately,
Culture determines **Success**.

That's why the **primary**
business objective is:

To Make
Your People and
Customers
More Valuable
Every Day



CONCLUSION and BONUS!

1. [Schedule a call here](#) to discuss, team sales leadership coach training for your managers, one to one executive coaching and sales training to transform your salespeople into consultative coaches!
2. Free Onboarding Review!
3. Free Coaching Event!
4. Connect on [LinkedIn](#) and [Twitter](#)

Contact:

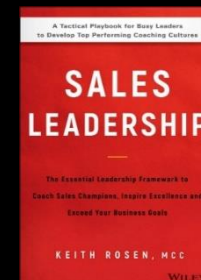
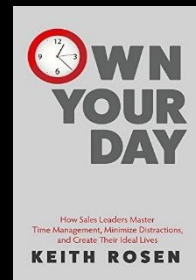
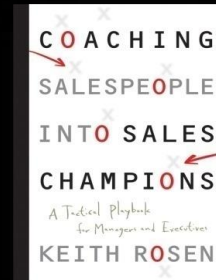
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I WISH YOU EXTREME SUCCESS!



Connect With Keith!



- Develop the Language and Habit of Coaching -

The Official Language of Leadership
that Develops Champions™

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