

The Ultimate HIRING MATRIX!



THE **NEW**
FLAT RATE



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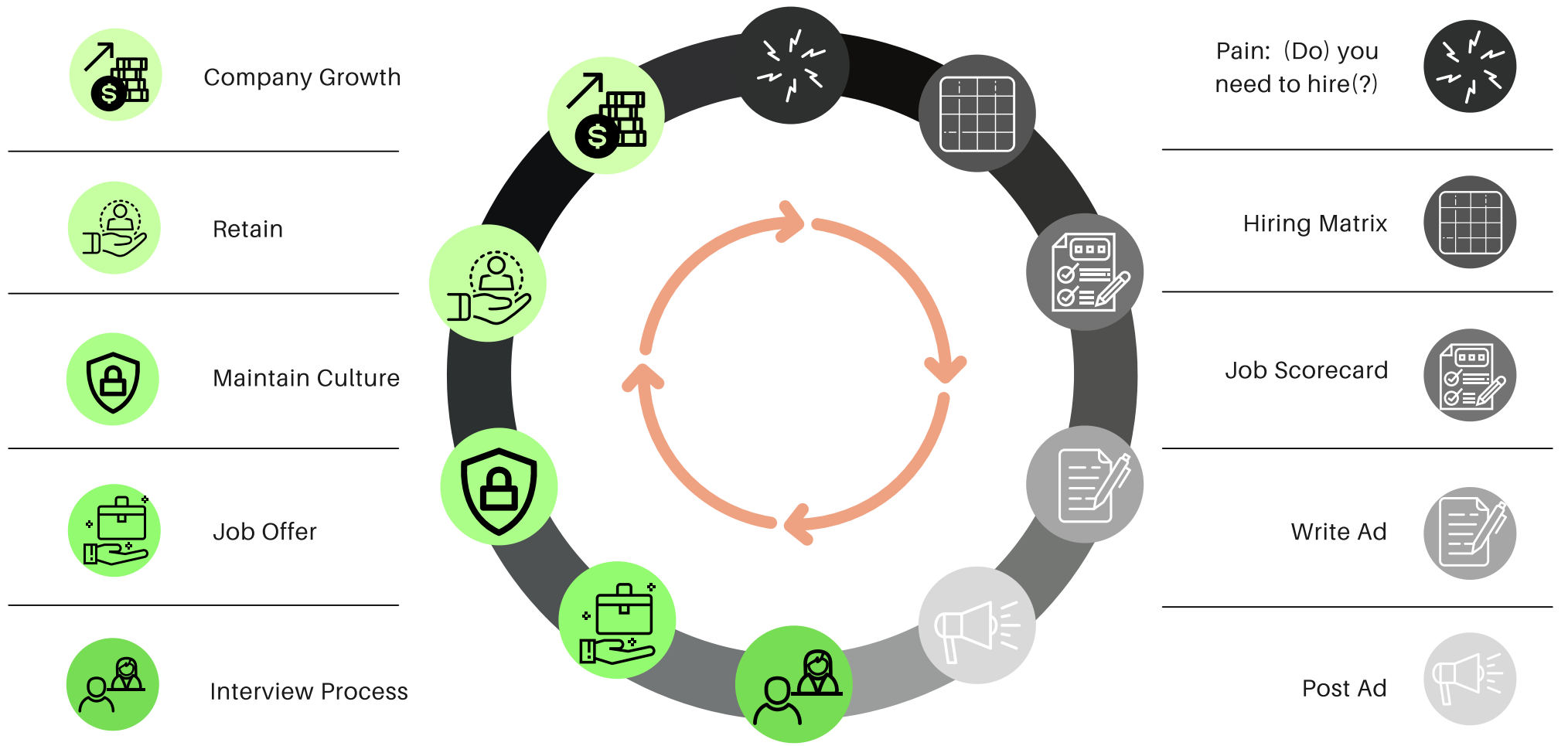


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HIRING CYCLE



The key is to complete the matrix so you can easily identify the holes in your business. This matrix helps you to prioritize the hires you need first and how to move towards execution in your hiring process.

Step 1: Choose a job position relevant to your company.

Step 2: Is the owner doing this job or pieces of this job? If so, check the box, and move down to the next row.

Step 3: Decide what you would want to see a new employee in this position accomplish in six months.

Step 4: Simplify your six month expectations into a Job Objective and Key Results list.

Step 5: Write out the job advertisement.

Step 6: Post the advertisement in multiple places.

Step 7: Found someone? Great! Skip to the interview and hiring process. If not, test your job ad by tracking how well applicants are responding, and what kind of applicants are applying.

Step 8: Tweak some things in your ad to better target your perfect team member.

Step 9: Begin the interview process.

Step 10: Hire!

Step 11: Begin onboarding process. Define the Job Objective and Key Results list with your new employee.

Step 12: Repeat this process with each role, checking off the boxes that are already complete.

YOUR ULTIMATE HIRING MATRIX

Which position should we focus on first:

JOB POSITION	ELECTRICIAN	PLUMBER	HVAC TECH	ADMIN ASSISTANT	OFFICE MANAGER	CUSTOMER SERVICE REP	DISPATCHER	EQUIPMENT SALES
Owner is currently doing pieces of this job								
6 Month Expectation Exercise								
OKR: Objectives and Key Results								
Job Ad								
Post Ad								
Test Job Ad								
Change Job Ad								
Interview Process								
Hiring Process								
Training / Onboarding								

JOB SCORECARD

THE NEW FLAT RATE

Position: _____

Location: _____

Mission:

The core mission of the _____ (Example: Service Technician) is to represent our company _____ and provide excellent service to our customers. _____ and have (Honesty, Integrity, Common Sense, Be Kind, and Pursue Excellence).

TASKS	Metrics	Rating (A,B,C)	Comments
Generate Revenue	\$ _____ weekly within 1 week \$ _____ weekly within 1 month \$ _____ weekly within 3 months \$ _____ weekly within 6 months		
Average Sale Size	_____ within 6 months		
Service Call Volume	Runs 3-5 service calls daily, maintaining a closing rate of 90% by 3 months		
Activity (From Daily Activity Sheets)	_____ demand service calls per day _____ maintenance service calls per day or week _____ proposals sent per week		
Documentation	Completes all daily paperwork and necessary documents on time		

RATING GUIDE:

- Integrity
- Results Oriented
- Excellence

- Customer Focus
- Resourcefulness
- Listening

- Energy/Drive
- Work Ethic
- Goal Setting

- Craftsmanship
- Technical Skill