

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

7 Steps To Hire The Best

By Michael Mercer, Ph.D.

7 Steps To Hire The Best by Michael Mercer, Ph.D.

You can use this step-by-step method to hire applicants who are likely to be "superstar" employees:
– highly productive
– low-turnover

Important: Focus on hiring applicants you rate positively on all seven prediction methods.

1st Prediction Method = Brief Initial Screening Interview

If an applicant's application looks suitable, then conduct BISI, a customized 15–30 minute over-phone or in-person interview. BISI quickly reveals if an applicant has biographical data similar to your company's "superstar" employees.

For example, at one company, we discovered "superstar" Sales Reps had many similarities before working for this company:

- * Work: (a) 1 or 2 previous sales jobs, (b) only 1 or 2 jobs before applying at the company, and (c) kept prior jobs 2 - 5 years
- * Education: (a) earned B.A. from state universities, (b) majored in business or liberal arts, (c) worked part-time throughout college, and (d) college jobs entailed a lot of people contact
- * Pay: Earned less than likely first year compensation at this company
- * Vocal Style: Exuded high energy

So, this company's BISI screened-in applicants with similar work, education, pay, and vocal style - and screened-out other applicants.

2nd Prediction Method = Customized Pre-employment Tests

If the applicant did well on 1st Prediction Method - BISI, then you can have applicant take customized pre-employment tests. Use tests specifically designed to screen applicants and predict:

A. Work Behavior - e.g., interpersonal skills, personality, and motivations

7 Steps To Hire The Best

B. Mental Abilities - e.g., problem-solving, vocabulary, math, grammar, and small detail abilities

Importantly, the test must use customized "benchmark scores" based on scores of your "superstar" employees. With customized "benchmark scores," you quickly see if an applicant scored similar to your company's "superstar" employees.

3rd Prediction Method = In-Depth Interview Using Customized Interview Guide Form

If you decide the applicant did fine on 1st and 2nd Prediction Methods, then you may conduct an In-Depth Interview. Crucial: Create a customized Interview Guide document for each job, including (a) 6 - 9 key "make-or-brake" job talents, (b) questions to ask, (b) note-taking, and (c) ratings.

Importantly, you must provide seminar training to teach managers how to use your customized Interview Guides to assess applicants. Without superb training, interviewers fail to hire the best.

4th Prediction Method = Role-Play

If the applicant did well on 3rd Prediction Method, then have applicant do Role-Play immediately after In-Depth Interview. The 15 - 30 minute role-play lets you see if the applicant has critical job skills. For example, have a Sales Rep applicant role-play selling. Then, assess the applicant using a customized Role-Play Rating Checklist.

5th Prediction Method = Realistic Job Preview

If you decide applicant did well on 1st - 4th Prediction Methods, then do Realistic Job Preview: For RJP, the applicant spends ½ - 1 day watching an employee doing the job. Benefit: Applicants who received RJP are less likely to (a) accept job offer - but, if they accept, (b) turnover. Reason: The RJP assures they know what they are getting themselves into!

6th Prediction Method = 1 Executive Must Approve All Hiring

If the applicant did well on 1st - 5th Prediction Methods, then one executive at your company reviews Applicant Rating Summary Form. Your company's quick Applicant Summary Rating Form

* summarizes ratings - positive, average, or negative - on 1st - 5th Prediction Methods

* "forces" managers to actually use your structured hiring steps

Important: If the applicant's ratings on 1st - 5th Prediction Methods include

+ all positive ratings, then executive may approve hiring applicant

- average or negative ratings, then the executive may not allow applicant to be hired

7th Prediction Method = Reference Checks

If your company decides the applicant did well on 1st - 6th Prediction Methods - plus accepts job offer - then you conduct Reference Checks. If they prove

+ positive, then your company keeps applicant as an employee

7 Steps To Hire The Best

– negative, then you take appropriate action

How Much Time Do You Need to Hire the Best?

Many managers moan they are time–crunched, and ask how much time these seven steps require.

Two answers:

1. If an applicant does well on 1st - 7th Prediction Methods, then you invested 2 - 3 hours to hire the best
2. Ask yourself: How much time - and money - did you waste when you hired average or below–average applicants? You wasted many hours - plus salary, benefits and low productivity - because you failed to invest only 2 - 3 hours to hire the best!

© Copyright 2005 Michael Mercer, Ph.D.

Michael Mercer, Ph.D., is America's Hire the Best Expert™. Dr. Mercer authored five books, including "Hire the Best -- & Avoid the Rest™". Many companies rely on his pre–employment test - "Abilities & Behavior Forecaster™ Test" - to help hire the best. You can subscribe to his free e–Newsletter at www.DrMercer.com or call him at (847) 382–0690.

House Cleaning Services – Choosing The Right House Cleaning Service For Your Home

By Fayola Peters

Today our time is eaten up by work, commuting, study, and so on and so on. We don't have much time left over to clean our own homes anymore. So we hire house cleaning services to help clean our homes.

If you are one of the thousands of people looking for house cleaning services there are four (4) steps that you can take to help you to choose the right house cleaning service for you.

1. Decide and write down what house cleaning you want done in your home by the house cleaning service you will eventually hire.

You can write down which rooms you want cleaned, what items or furniture you want cleaned, like laundry, floors, carpets, ceilings, dishes. You can even decide on whether you want the house cleaning service you hire to make beds.

2. Next to your list write down the price you would be willing and can afford to pay for the house cleaning services you listed for step one (1).

State the price that you would be willing to pay per month.

There are many house cleaning services out there, to help you find one that's right for you and matches closely with what you have listed in step one and two you can...

7 Steps To Hire The Best

3. Make a list of potential house cleaning services to hire by: asking for recommendations from friends and/or neighbors who use house cleaning services. using the classifieds and the telephone directory using the internet (to find places online where you can find a prescreened maid service or find prescreened cleaning contractors go to

4. Most house cleaning services offer free consultations. Using the list you made for step three (3), contact the prospective house cleaning services and set up appointments. During these appointments you can find out what house cleaning services they offer, what they charge, as well as get an idea of their personality and professionalism.

If you follow the steps listed above, I'm sure that you can make an informed decision and choose the right house cleaning service for you.

Fayola Peters is the webmaster of

. Check out the house cleaning services

page at her website at

and find a

prescreened maid service or cleaning contractors in your area.

House Cleaning Services – Choosing The Right House Cleaning Service For Your Home
In Sickness And In Health

How To Find The Best Caterer For Your Wedding

Skip Hire – Planning Will Always Save You Money

What is Coaching?

My Online Friends – Dating Website Script

Instant Unzip Software

Web Biz for Beginners

Starting a Successful Retail Business

Disaster Preparedness and Crime Protection Manual



This Free E-Book has been brought to you by Natural-Aging.com.

[100% Effective Natural Hormone Treatment](#)
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!