

# Hire Smart

## 10 Insights into Hiring the Right Person

Accelerating Excellence  
Podcast Episode #41

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*"The first thing great companies do is get the right people on the bus."*

- Jim Collins, Good to Great

### 1. HIRE FOR ATTITUDE AND TRAIN FOR SKILLS.

Someone with a great attitude can be taught systems, processes, procedures and software programs. But it is very challenging to teach someone a new attitude.

### 2. MAKE THE DEFAULT 'NO'.

Don't just hire anyone. Be discerning. Candidates should have to be able to articulate their value to the organization.

### 3. HIRE FOR JOB FIT.

Think about job fit. If you are looking for someone like a receptionist, hire someone naturally upbeat, friendly and welcoming. Remember, you can teach a turkey to climb a tree, it's easier to hire a squirrel.

### 4. HIRE FOR ORGANIZATIONAL FIT.

In addition to competence and attitude, consider chemistry and workplace culture.

### 5. ASK GREAT QUESTIONS.

Because it is difficult to get meaningful information from previous employers, it is imperative that you do a thorough job during the interview; which means asking great questions.

### 6. USE THE 80/20 RULE.

The 80/20 rule is that the candidate should talk about 80% of the time and you should talk about 20% of the time. The main purpose of the interview is to get to know the candidate.

### 7. GET THEM IN AN INFORMAL SETTING.

The more relaxed and comfortable they are, the more likely you are to see who they really are.

### 8. HAVE THEM DEMONSTRATE THEIR SKILL.

Don't just take the candidates word for it, have them demonstrate their skill.

If you are hiring a chef, have them create and cook something. If you are hiring a sales person, have them sell you something.

### 9. GET OTHERS INVOLVED IN THE DECISION-MAKING PROCESS.

None of us is as smart as all of us. When you get others involved, you gain wisdom and different perspectives.

### 10. IF IN DOUBT, DON'T.

After someone is hired, it is very difficult to 'unmake' that decision.

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