



failproof
HIRING

BLUEPRINT

In Seven Steps

Step 1 Classified Ad:

A prospect sees a job ad in a spot identified to get your best response. (IE Craig's List, Local Paper, Facebook, free job board, website.) At the end of the short ad they are asked to send a resume to an email address.

Create your Job Advertisement:

Step 2 E Mail Address 1

This email address sends back an auto responder that thanks them for their resume and directs them to a Webpage. The webpage has a description of the job opening they are applying for. At the end of the description they are given a link to a survey.

What is your dedicated resume email address?

Step 5 Second Email Address:

Your second dedicated email:

Autoresponder:

Step 6 Skills Quiz

At the end of the quiz they are asked to email it to a second email address.

No more than ten skills questions (there must be a correct answer – no essay questions.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Step 7

Print up the resume, the interview survey and the skills test. Contact this prospect for an assessment and then an interview.

Your top three candidates:

1.

2.

3.

Use this again and again just substituting the job opening information and changing the skills test.