

# 5 steps to assembling the Perfect Team

## 1. Anticipate Your Needs

Proactively develop your hiring process to avoid scrambling when someone unexpectedly leaves. Study your organization's long-term business plan and review all positions with future needs in mind.



## 2. Engage with Top Talent

The key to hiring success is to build a relationship with top-performing candidates long before they become applicants. Use your website and social media platforms to connect with industry leading candidates and promote your employment brand.



- LinkedIn
- Twitter
- Facebook
- Instagram
- YouTube

## 3. Create an Enticing Job Description



Truthful

A good job description begins with a conversation, not a keyboard. It accounts for the needs of each stakeholder and clearly outlines the core capabilities, expectations, goals, and KPIs. Emphasize the unique qualities of your corporate culture and what makes you different. Stay current! Know what your dream hire is looking for when it comes to compensation, benefits, and growth opportunities.



## 4. Launch the Search



**Before you begin interviewing:**  
Revisit your goals and needs  
Identify who is running the show  
Don't wait for them to come to you ~ Source passive candidates!  
Review resumes and stack rank candidates  
Conduct phone interviews

**Now...**  
It's time to start interviewing your short list of strong candidates.  
Use situation-based questions and scenarios to identify top candidates.  
Remember! Corporate culture and "fit" are almost as important as skills & experience.

## 5. Choose the Right Candidate

No matter how robust your potential candidate list, no one will meet all the criteria you are looking for. Revisit your job description to determine who's got your "must have" skills. Analyze soft skills such as communication style, engagement, listening skills, and leadership style to determine culture fit. Don't forget! If a top candidate has 90% of your essential criteria, you can teach them the other 10%.



## Let an Expert do it for You!

Did you know: The average tenure for executive leadership positions is less than 18 months! TurningPoint boasts a 94% retention rate after two years (vs. 54% national average). Retained recruiters have deep networks across industries and job function giving you access to hidden candidates you would never find on your own.

- We are experts in:
- Pinpointing your needs
  - Finding exclusive candidates you never knew existed
  - Creating job descriptions that bring your dream hires to YOU
  - Streamlining resume review & interview processes to give you better results faster
  - Helping you choose the "perfect" person for the job