



The People Process

Find Good People

- Define role/job description/salary
- Great people attract great people-referrals and branding your company

Interviewing

- Find out if they have your “core values”
- Resumes lie-Learn their life story and start at the beginning
- Develop an interview process-skills testing, personality profiles, and references

Hiring

- 8-hour on-the-job trial
- Decision-create written job offer
- 90-day trial

Onboarding

- HR policy, review employee manual, benefits review and signed documents
- Job training-teach them the “ABC Way of Doing Business”
- Meet with the Owner or GM/Operations for the “Company Speech/Story”

Employee Quarterly Conversations-reviews

- What’s working, what’s not?
- Core values alignment/Job description performance
- Not a formal review with documentation

Annual Reviews

- Manager fills out People Analyzer, including GWC or pre-evaluation form
- Document the review and have it signed by all parties-file it

Get Rid of People Who Don’t Fit Your “Culture”

- 3-strike system (30-30-30)
- Terminate upon 3rd strike or sooner if necessary
- Meet with employee, conduct exit interview, and sign all documentation

