

Excellent Staff that Stays ✓ List

Hiring Considerations

I have:

- Detailed job responsibilities and expectations
- Desirable compensations and benefits plan
- Understand and honor personal currency
- Desirable bonuses and work environment
- A balance of talents and skills

Got
It Need
It

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Job Details – Understanding and Reinforcing at every stage is important.

I have:

- Clear and concise checklist to make sure new hires are clear about job details
- Policies and procedures, quick reference guides to allow
- Independence and empowerment
- A work environment that is conducive to hiring and attracting great staff

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Training - Consistent, Clear, Certainty and Caring

When it comes to training, I have:

- Mastered - Consistency
- Mastered - Clarity
- Mastered - Caring
- Mastered - Certainty
- Hired and trained a fully trustworthy staff

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Motivation

- I feel motivated most of the time
- I motivate my staff in a positive way
- My enthusiasm for my business is undeniable

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Compensation, Bonuses and Rewards

- I have a generous plan to compensate my staff
- I have ample rewards throughout the year

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Communication - What's in it for me is clear to your employees

I am:

A positive, kind, clear communicator

☐☐

Aware of how my stress and mood affect others

☐☐

Good at shifting my emotions to express things without damaging words

☐☐

Action Plan

😊 Celebrate all you are doing well! 😊

Top 3 Things From the Need It Column I want to address first:

1. _____

Goal: _____

Steps to take:

a. _____

b. _____

c. _____

Target Date: _____

2. _____

Goal: _____

Steps to take:

a. _____

b. _____

c. _____

Target Date: _____

3. _____

Goal: _____

Steps to take:

a. _____

b. _____

c. _____

Target Date: _____

Expected Outcome: _____
