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DETERMINE “WHO”



ASSESS YOUR TEAM.

Know who you need before engaging candidates.

When we're hiring, we naturally look outward at who we need. But often, we fail to step back and think about who we already have on our team, their personalities, and where the team needs balancing.

Filling skill gaps is important, but filling soft skill gaps yields a higher level of team efficiency, harmony and productivity.

Who are you missing in terms of the team dynamics? The Motivator? The Problem Solver? The Optimist?

In this section you'll get:



Hiring Priorities Checklist



Core Values Assessment



CHECKLIST: IDENTIFY YOUR HIRING PRIORITIES

Do you have sufficient leadership on the team already? What are you looking for? Team players? Collaboration? A positive, can-do attitude?

STEP 1: List the attitudes and behaviors your ideal candidate will exhibit based on the personalities of existing coworkers and your practice culture. As you screen candidates, you can test and measure the extent to which they possess the same characteristics or personality types.

STEP 2: What are the characteristics that would best balance the team? What qualities are most valuable in potential candidates? You can ask your team to weigh in on this process. Team buy-in early on makes your current team feel valued and makes onboarding new team members easier.

STEP 3: List your Core Values to help you find the right fit for your culture. See the Core Values Assessment Worksheet on page 8 of the toolkit.

ENSURE THE RIGHT CULTURE FIT

A Core Values Assessment can make the discovery process easier. If you include your team, it can be a fun team-building activity. Be sure to write them down, post them, practice them, and most importantly, live them!

Mapping your existing team will help laser-focus your hiring criteria. And when you do that, and you let candidates know who you are and how they would fit into the team, you show that you are intentional and thoughtful about your culture and team.





CORE VALUES ASSESSMENT WORKSHEET

Narrow your core values - these values will drive your decision making process and ultimately your level of satisfaction. To narrow down your values:

1. *Star twenty words that most resonate with you.*
2. *Underline ten of the starred words that you find most important.*
3. *Circle five of the most important words from the list of ten that you have starred.*

Abundance	Ecology/Environment	Intelligence	Relationships
Achievement	Ethics	Intimacy	Reliability
Activism	Excellence	Investing	Religion
Adventure	Excitement	Joy	Reputation
Affluence	Experience	Justice	Resilience
Approval	Expertise	Kindness	Resourcefulness
Art	Expressiveness	Knowledge	Respect
Beautiful things	Fairness	Leadership	Responsibility
Beauty	Faith	Learning	Safety
Belonging	Fame	Love	Security
Challenges	Family	Loyalty	Sensuality
Change	Financial	Making a Difference	Serenity
Clarity	Independence	Mastery	Service
Comfort	Fitness	Meaningful work	Significance
Commitment	Flexibility	Mindfulness	Simplicity
Community	Freedom	Money	Spirituality
Compassion	Friendship	Nature	Stability
Competence	Frugality	Open-mindedness	Status
Competition	Fun	Order	Success
Connection	Generosity	Originality	Teaching
Consciousness	Growth	Owning	Thrift
Contribution	Happiness	Peace	Thriving
Control	Harmony	Perfection	Tradition
Country	Having the best	Philanthropy	Transcendence
Creating	Health	Play	Transformation
Decisiveness	Helping others	Pleasure	Trustworthiness
Devotion	Home	Power	Truth
Dignity	Honesty	Privacy	Uniqueness
Discipline	Imagination	Productivity	Unity
Discovery	Independence	Prosperity	Virtue
Diversity	Individuality	Purpose	Vision
Duty	Influence	Reason	Wealth
Education	Innovation	Recognition	Wellness
Enjoyment	Integrity	Recreation	Worthiness