THE GOOD HIRE CHECKLIST

5 rules for finding, testing, and training good help.

Good help is usually found, tested, and trained, not just hired. One well known creator argues many companies have a training problem rather than a hiring problem. Use this checklist before you hire, and follow your local hiring and labor rules.

THE 5 RULES

1. Write a clear ad that says what the job is, what it pays, and who it is for.
2. Ask applicants to show a small sample of the work before you decide.
3. Pay fairly, because good people have other options.
4. Train every new person with a simple checklist and a first week plan.
5. Check in often, give feedback, and help them grow.

JOB AD OUTLINE

COPY AND CHANGE

We are looking for a [JOB TITLE] to help with [MAIN TASKS].
Pay: [RATE OR RANGE]. Hours: [HOURS].
You are a good fit if you [TWO OR THREE TRAITS].
To apply, send [SAMPLE OR ANSWERS] to [CONTACT].

WORK SAMPLE IDEAS

- Ask for a short written answer to a real customer question
- Give a small paid task and see how they handle it
- Ask them to walk you through how they would do a normal day
- Pay for any real work you use

FIRST WEEK PLAN

Day	Learn	Practice	Check in
Day 1			[ ]
Day 2			[ ]
Day 3			[ ]
Day 4			[ ]
Day 5			[ ]

Educational only. Follow your local hiring and labor rules. No results are promised.

Now put it in front of more people.

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