Exercise: Tools for Hiring

## Thinking of one position in your research group (current or future need), use the sections below to create a hiring guide that could help you fill that role successfully.

# Posting:

What is the role?

What are the top three responsibilities of this role?

What are the essential qualifications?

# Sourcing:

Who in your network might be a good connection to share your opening with? How would you ask them to do this?

Who do I trust ask for a referral for a candidate?

What professional societies might have members/participants who would be good candidates for this role?

# Interviewing:

What is one behavior-based question to assess a technical skill?

What is one behavior-based question to assess results/outcomes?

What is one behavior-based question to assess values?

# Selecting:

How many references will you contact? How will you solicit their input?

What are some metrics you can use to inject objectivity in your candidate evaluation process?