

How to Know If You're Ready to Hire an Employee with Susan Gygax

As your business grows, you'll need more hands on deck to keep the ship going at full steam. Without help, you'll have trouble running it, let alone keeping it afloat. So, hiring competent staff is crucial. But that doesn't mean you should immediately dive into talent acquisition. You should first ask yourself: am I truly ready to hire?

This activity will help you answer this question so you can avoid costly mistakes in the hiring process. By first determining your business goals, you can be more analytical when it comes time to get people on board. Hopefully, this activity boosts your confidence in employing the help you need for your business to succeed.

QUOTE TO REMEMBER

"The people are the most impactful thing outside of ourselves, and what we do, what we bring as part of our businesses. The most important business decision we can make is the people that we bring alongside us."

Activity: Getting the Hang of Hiring

Hiring a Contractor

Before beginning the hiring process, you must know your targets. Write down your short and long-term goals for your business.

Short-Term Goals	Long-Term Goals
1.	1.
2.	2.
3.	3.

Feeling overwhelmed and frustrated with your workload are indicators that you've waited too long to hire. Do you feel that you have more business than you can handle at the moment?

Now, think of how a contractor can help you reach the goals you set above. If you cannot connect the dots between them and your targets, it may not be appropriate to hire them now.

Example: A web developer can help me raise my brand awareness and generate leads by improving my website.

- A _____ can help me _____ by _____.
- A _____ can help me _____ by _____.
- A _____ can help me _____ by _____.
- A _____ can help me _____ by _____.

Next, you should consider whether your finances can handle taking a contractor on board. Answer the following questions on the table below:

Can my current client volume handle the cost of a contractor?	
Do I have enough money in the bank to pay the contractor in full?	
Am I expecting the contractor's work to make or break my business?	

If you answered yes to the first two questions and no to the last one, then you are ready to hire a contractor.

The next step is preparing questions for your candidates, for you to weed out the unqualified ones.

Based on Susan's recommendations (past outcomes, deliverable timeframe, offboarding) and your needs, craft your questions below. Keep in mind how their work should contribute to your goals.

1. _____ ?
2. _____ ?
3. _____ ?

4. _____ ?
5. _____ ?

Hiring Employees

Meanwhile, there are different indicators that it's time for you to hire an employee. Reflect on the questions below:

Does my business have predictable, steady streams of income?	
Do I have the willingness and readiness to delegate responsibilities?	

If you answered yes to both questions, then you are ready to hire an employee.

But before you set up interviews, you need to know what a full-time job in your industry looks like. Do your research and fill out the table below:

Job Title:
Job Description:
Tasks and Responsibilities:
1.
2.
3.
4.
5.
6.
7.
8.
Salary:

Lastly, reflect on what you can share with your employee and how you can assist in their growth. Remember, your relationship with an employee is not simply transactional.

What You Will Learn from the Activity

One of the most crucial decisions you'll make in your business journey is the people you'll bring alongside you. You need competent people who can get the job done and be willing to stay and grow with your company. This activity's main goal is to help you prepare for the hiring process.

Hiring a contractor vs an employee is fundamentally different, so you'll go through a different exercise for each. But at its core, hiring requires you to clearly articulate your goals for your business. So, you'll first write what you aim to achieve for your company.

Then, you'll answer questions designed to determine whether or not you're ready to hire a contractor or employee. If you're all set to hire the former, you'll be asked to prepare questions for the interview. These will help you make analytical, instead of emotional, decisions when it comes to picking the right person for the job. For the latter, you'll prepare a job description that is viable for your industry's market.

Once you finish this activity, you're on track to find and hire talents that will propel your business to success.