|  |  |  |  |
| --- | --- | --- | --- |
| Manager/Coach Name: |  | Last Updated: |  |

**Strategy**

Identify the hiring challenges you’ve had and what you’ll do differently moving forward.

|  |  |
| --- | --- |
| **Hiring Challenges I’ve Had** | **What I’ll Do Differently to Solve** |
| <Type here> | <Type here> |
| <Type here> | <Type here> |
| <Type here> | <Type here> |

*Note: To add more rows in this and other tables in this document, place the cursor in the bottom-right box and hit the Tab key.*

**Ideal Candidate Profile**

Think about the type of sellers you want on your team. With that in mind, create a profile for your ideal candidate. Refer to the Ideal Candidate Profile tool and the Menu of Common Seller Skills, Attributes, and Knowledge for ideas.

|  |  |
| --- | --- |
| **Outputs**  *What sellers will need to do or produce as part of the job* | **Skills**  *The skills sellers should have* |
| * <Type here> * <Type here> * <Type here> | * <Type here> * <Type here> * <Type here> |

|  |  |
| --- | --- |
| **Knowledge**  *Focus on the knowledge sellers need to succeed in this role* | **Attributes**  *The qualities or characteristics sellers should have* |
| * <Type here> * <Type here> * <Type here> | * <Type here> * <Type here> * <Type here> |

|  |  |
| --- | --- |
| **Background**  *What background or experience sellers should have* | **Sourcing**  *Where you will have the best chance of finding your ideal candidate* |
| * <Type here> * <Type here> * <Type here> | * <Type here> * <Type here> * <Type here> |

**Screening and Scoring**

Use these tables to screen and score your candidate based on their skills, attributes, knowledge, and background. If you need more rows, place the cursor in the bottom-right box and hit the Tab key. Be sure to add your rating based on the scale in the previous rows.

| **Skills** | **Rating** | **Notes and Comments** |
| --- | --- | --- |
| <Type here> | Click for drop-down | <Type here> |
| <Type here> | Click for drop-down | <Type here> |
| <Type here> | Click for drop-down | <Type here> |
| <Type here> | Click for drop-down | <Type here> |

| **Attributes** | **Rating** | **Notes and Comments** |
| --- | --- | --- |
| <Type here> | Click for drop-down | <Type here> |
| <Type here> | Click for drop-down | <Type here> |
| <Type here> | Click for drop-down | <Type here> |
| <Type here> | Click for drop-down | <Type here> |

| **Knowledge** | **Rating** | **Notes and Comments** |
| --- | --- | --- |
| <Type here> | Click for drop-down | <Type here> |
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| **Background** | **Rating** | **Notes and Comments** |
| --- | --- | --- |
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| <Type here> | Click for drop-down | <Type here> |

**Interview and Candidate Vetting Approach**

Here is where you will prepare to screen, interview, and sell your candidates.

**Written screen**

Add your written-screen approach.

* <Type here>

**Interview Approaches and Questions**

Add your list of interview questions. Include who will interview candidates and what each person should cover in their conversations.

* <Type here>

**Cases, Role Plays, and Activities**

Define the cases, role plays, or other assessment strategies you will use during your candidate interviews.

* <Type here>

**Sell**

Detail your plan for selling and winning candidates so they will want to join your team after an offer is made.

* <Type here>