



Checklist 9: How To Hire The Right People For Your Startup

Project Name: _____

Date: _____

Yes No

When you start your own business, initially it might only be you or some close family members or friends. However, with the passage of time, you will need to gather more people to be a part of your team to carry out tasks quickly and efficiently. No matter how hard you try, it's going to be very difficult for you to manage and run your business simultaneously and you'll need to delegate tasks one time or another. However, you need not have a background in HR in order to hire the best talent for your startup and the following checklist will help you greatly with that.

Before the interview, there are a few things that you need to check for:

- 1 Were there any spelling errors on the resume? Such basic mistakes could indicate carelessness.
- 2 Did the candidate jump from one job to another very frequently? Could be a sign of instability.
- 3 Check the candidate's Twitter feed, social media or blog posts to get an idea what kind of projects they are interested in.
- 4 Have they worked at any startups before? As you are hiring employees for a new business, investigating whether a person has worked in a startup back is of extreme importance as they might have the relevant skills and experience you require.

During the interview:

Notes

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- 1 Before calling candidates for a face-to-face interview, call them for a screening test. Here you can filter out the serious candidates from the less serious ones. Try to find out about their interests, past jobs etc. Pick out a few things in the resume, such as a past job or some extra-curricular activity they have participated in and then ask them about it. Through this, you'll even find out which people were lying on their resume and who wasn't.
- 2 During the interview, try to include activity. This should be related to the field your startup is involved in or the job the person is applying for. For example, if someone is in customer service, do a little role play, pretend to be a disgruntled customer and ask the candidate to calm you. This will demonstrate their practical skills.
- 3 Ask the candidates what they know about your line of business and whether they are aware of recent developments, if any, in your field of work.
- 4 Most importantly, look for a personal connection with the candidate. It is essential that there is mental coordination between employee and employer for the startup to run smoothly.
- 5 Look at a candidate as a whole, not just a job or educational experience, and give great importance to whether they have the required skills for the job.

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