

FDFAC HIRING PLAYBOOK – The Secrets of Hiring Great Teams

-Jenny Sanders, DPM

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.” ~ *Andrew Carnegie*

1. Throughout your hiring process, always keep the end in mind. All parts to the hiring process should incorporate your Core Values and Beliefs and your Vision. This ensures you get the right people in the right seats in the boat (or on the bus).
2. Create an Ad with Pizzazz
 - a. Review other medical office ads to use as a starting point for your ad.
 - b. Have your staff review and provide input (especially your superstars).
 - c. Make it brief – Most applicants will be replying to your ad on their phone.
 - d. Use images: Show prospective candidates your best side. What it’s like to work in your office, charities you support, diversity of staff. Make it Instagram fun!
3. Create a Screening System to Find True Fans (and save you time)
 - a. Use Google Forms or Survey Monkey to ask applicants questions to assess fit.
 - b. Questions should reflect your core values and beliefs
4. Be Responsive
 - a. In today’s applicant centric market, not responding to interested applicants within 24 hours or less could potentially cost you the perfect hire.
 - b. Stay organized – You only need 2 or 3 qualified applicants, any more than that risks dropping the ball.
5. Create a Motivation Based (Zoom) Interview
 - a. In addition to alignment with your core values and beliefs, interview questions should identify a candidate’s attitude toward overcoming obstacles and how passionate they are about achieving your goals.
6. Have the Applicant Shadow/Skills Test/Performance MRI
 - a. Gives you and your team a chance to assess in-person fit
7. Provide Written Job Offer with 72-hour deadline to accept

And, at the end of the day, are you going to like working with this person?...

TRANSCRIPT OF A VIDEO ORAL HISTORY INTERVIEW WITH ELON MUSK CONDUCTED JUNE 26, 2008

Well, getting the right people is extremely important. And I actually interview everyone at SpaceX personally. And we're a 500-person company. So that's a lot of interviews.

BARRY HURD: 04:09:51;14 What do you look for in someone?

ELON MUSK: 04:09:53;23 What do I look for? It depends on the task. You know, it's different, and I'm not necessarily looking for someone who has brilliant analytical ability if their job is going to be assembling hardware. But I think, generally, I look for a positive attitude and are they easy to work with, are people gonna like working with them? It's very important to like the people you work with, otherwise life [and] your job is gonna be quite miserable.