



Below are the steps I follow to hire the right team member. The trick is to include a multi-step process designed to weed out unqualified applicants in each phase of the process. Feel free to model this outline to the degree it helps you expand your team and happy hiring!

*Dallas*

### STEP ONE:

DETERMINE YOUR NEEDS AND CRAFT A DETAILED JOB POSTING. I'VE ACTUALLY FOUND MY BEST HELP THROUGH CRAIGSLIST, BELIEVE IT OR NOT. BUT YOU CAN ALSO SEND THIS POSTING OUT TO YOUR MAILING LIST.

#### -----SAMPLE JOB POSTING-----

If you're looking for a fulfilling career in a creative environment, you're in the right place. Award winning author, career coach, and entrepreneur, Dallas Travers is hiring.

As the **Community Liaison**, you will have the opportunity to work closely with Dallas - here at her LA office - to create an extraordinary experience for the thousands of actors she works with each year. Your duties will range from managing and expanding the Thriving Artist Circle community and website, booking monthly guest experts, and registering people for Dallas' programs.

Our mission is to empower actors around the globe to take charge of their careers and align their goals with their actions. And we're looking for the perfect addition to an already extraordinary team.

#### This job is for you if:

- you have experience in the entertainment industry and you're looking for a way to make a massive difference in the world
- you have a great work ethic, but don't take yourself too seriously
- you're tired of looking for jobs and want a real career
- you're tech savvy, like to write, and don't mind working all day on the computer or talking on the phone a lot
- you're naturally organized and work well independently

#### This job is NOT for you if:

- you're still pursuing an acting career. *Helping actors is a full time job, so we need your total commitment to help us help more people.*
- you're not a people person and don't have compassion for the life stuff that often comes up for actors.
- all you're looking for is an 'interim' job. This company is growing and we want you to grow with it.
- you're not a team player. We all pitch-in when necessary.

We value creative problem solving, extraordinary attention to detail, efficiency, clear and compassionate customer service, resourcefulness, and initiative (Dallas loves it when you think of stuff before she does).

**The following qualifications are a must:**

- excellent customer service skills in person, on the phone, and via email
- confidence registering potential customers for programs in person and on the phone
- high emotional intelligence
- social media savvy
- excellent ability to multi-task
- decisiveness under pressure
- proficient knowledge of Mac computer programs
- experience with booking appointments and managing phones
- knowledge of Microsoft Office applications
- extremely organized plus precise attention to detail
- good at thinking on your feet
- at least 2 years experience working in an office
- must love dogs

**The following qualifications are a plus:**

- writing skills including copywriting, proofreading, press releases, and blog writing
- experience with Dallas' philosophies and programs
- proficiency with CRM software: we use Infusionsoft
- public relations experience
- basic wordpress knowledge
- slammin' dance moves

This full time position is permanent and offers a lot of growth potential, a generous bonuses, retirement benefits and health coverage. We're shooting for an early August start date. This position requires you to live in Los Angeles and work at our office in Culver City.

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**TO APPLY, EMAIL A PERSONAL COVER LETTER IN THE BODY OF YOUR EMAIL AND ATTACH A PDF OF YOUR RESUME TO [EMAIL ADDRESS GOES HERE](#)**

PLEASE HIGHLIGHT HOW YOUR SPECIFIC EXPERIENCE AND SKILL SET MEET THE QUALIFICATIONS MENTIONED ABOVE. WE WANT TO KNOW WHAT YOUR UNIQUE SKILLS ARE AND WHY YOU WOULD MAKE AN AWESOME ADDITION TO THIS TEAM.

Thank you. We look forward to your application.

**STEP TWO:**

THROW OUT ANY APPLICANTS WHO DID NOT EXPLICITLY FOLLOW THE INSTRUCTIONS OUTLINED IN YOUR JOB POSTING.

**STEP THREE:**

GET SOME HELP FROM A TRUSTED SOURCE TO SELECT A LIST OF UP TO 12 APPLICANTS WHO'S LETTER RESONATED AND WHO APPEAR TO BE MORE THAN QUALIFIED FOR THE JOB.

**STEP FOUR:**

SET UP TELEPHONE INTERVIEWS FOR EACH APPLICANT. THIS CAN BE WITH YOU OR ANOTHER MEMBER OF YOUR TEAM.

**STEP FIVE:**

ASK EVERY APPLICANT YOU FEEL PASSED THE PHONE INTERVIEW TO SUBMIT A WORK SAMPLE. DEPENDING ON THE TASKS THEY WILL BE PERFORMING FOR YOU, THE WORK SAMPLE SHOULD BE A SWIFT ASSIGNMENT OF A SIMILAR NATURE TO THE JOB. THE WORK SAMPLE SHOULD BE RETURNED TO YOU WITHIN 24 HOURS.

HINT: Make sure your instructions aren't completely clear. This is a great test to see how open they are to asking you questions and receiving instruction.

**STEP SIX:**

QUALIFIED APPLICANTS MOVE ON TO A FINAL INTERVIEW WITH YOU. THIS INTERVIEW SHOULD HAPPEN VIA SKYPE OR IN PERSON. AT THIS STAGE, EVERYONE YOU'RE INTERVIEWING CAN DO THE JOB, SO WHO DO YOU CLICK WITH BEST?

**OPTIONAL STEP SEVEN:**

I LOVE THE FASCINATION QUIZ FROM SALLY HOGSHEAD. IT IS A GREAT WAY TO ASSESS A PERSON'S STRENGTHS AND SEE HOW THEY'LL FIT IN WITH YOUR TEAM. CHECK IT OUT AT [WWW.SALLYHOGSHEAD.COM](http://WWW.SALLYHOGSHEAD.COM)

**STEP EIGHT:**

PRESENT A JOB OFFER TO THE LUCKY WINNER! I USUALLY HIRE SOMEONE ON A 90 DAY TRIAL BASIS AT A LOWER SALARY. AT THE END OF 90 DAYS, IF IT'S A FIT, THEY WILL RECEIVE A RAISE.