



*Dr. Dean C. Bellavia's*

# **A~D~D~I~C~T your Team HIRING Systems**

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## **Create your Team HIRING System (to hire the right person the *first* time)**

System's Responsible Persons: Clerical Coordinator \_\_\_\_\_, Clinical Coordinator \_\_\_\_\_

System's Analysis Person (who collects/evaluates statistics): The Clinical & Clerical Coordinators

Realistic **A**nalysis Time Frame: 3 weeks to do team evaluations

Realistic **D**ecision Time Frame: 2 weeks for DR & Team Coordinators to analyze the team evaluations

Realistic **D**esign Time Frame: 1 week to complete the hiring system design

Realistic **I**mplementation Time Frame: 1-? months to use the hiring system as needed

Realistic **C**ritique Time Frame: 3 months after the system is used to hire someone

Realistic **T**weaking Time Frame: 1 month to modify and implement any design changes

### **Analyze:**

- ☐ Your "Team Member's Strengths & Weaknesses" (Use the Organization & Hiring Kit's "Hiring Questionnaire")
- ☐ Your *Current* Team Member Evaluations (refer to the "Team Member Evaluation" pearl below)
- ☐ Whether you are understaffed or overstaffed (refer to **A~D~D~I~C~T** Your Team Organization pearl).

### **Decide:**

- ☐ Who will be responsible for administering and grading the team member evaluations
- ☐ Who will be in charge of clerical hiring and who in charge of clinical hiring
- ☐ View the Organization & Hiring Kit Video and decide in your Video Workbook, what to use and what not to use for your Hiring System.

### **Design:**

- ☐ Your hiring procedures using the "Organizing & Hiring Kit", using the video design workbook.

### **Implement:**

- ☐ Use your hiring system design when you need new team members.

### **Critique:**

- ☐ Use the "Organizing & Hiring Kit", video design workbook" to check your design was implemented.

### **Tweak:**

- ☐ Add or subtract anything in your design to hire better team members

## **Enhance your Hiring systems above by referring to the following pearls:**

(Click on the links below.)

- ☐ Hiring Pearl: **Negotiating Salaries & Benefits:**  
[http://www.thebioengineeringco.com/index.php?option=com\\_k2&view=item&id=175:negotiating-salaries&Itemid=766](http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=175:negotiating-salaries&Itemid=766)
- ☐ Hiring Pearl: **Terminating Team Members:**  
[http://www.thebioengineeringco.com/index.php?option=com\\_k2&view=item&id=224:terminating-team-members&Itemid=766](http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=224:terminating-team-members&Itemid=766)
- ☐ Training Pearl: **Team Member Evaluation:**  
[http://www.thebioengineeringco.com/index.php?option=com\\_k2&view=item&id=228:evaluating-your-team&Itemid=766](http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=228:evaluating-your-team&Itemid=766)
- ☐ Hiring Pearl: **Create an Office Policy Manual:**  
[http://www.thebioengineeringco.com/index.php?option=com\\_k2&view=item&id=225:office-policies-manual&Itemid=766](http://www.thebioengineeringco.com/index.php?option=com_k2&view=item&id=225:office-policies-manual&Itemid=766)

CHECK OFF THE BOXES OF THE STEPS YOU HAVE COMPLETED