



THE BOTTOM LINE TO PEAK PERFORMANCE

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Helping You Build a Path to Results through Business & Individual Coaching

Don't Be The Victim Of A Hiring Mistake

Every employer makes both good and bad hiring decisions. Both are unavoidable. Even the worst hiring system will produce some very good employees on occasion, and the best selection systems will occasionally produce mis-hires, or employees that don't fit the job they are hired for.

No selection process can guarantee that every newly hired employee is the best or even a good match for the job. A good selection process is designed to reduce the probability of hiring the wrong person, regardless of what the person that designed the process says it will do.



The problem is not that employers occasionally hire a bad employee. The problem is that once the bad employee is on the job and gives indicators of being a poor performer, the employer avoids terminating the worker promptly.

A supervisor once said to me that his reason for not immediately firing a mis-hire was that "there is a 90-day probationary period and he has only been here for 30 days."

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Maintaining A Positive Attitude In The Workplace

If you want to remain or become a positive force in the workplace, you need a strategy. Follow the suggestions below to get yourself on your way:

- ✓ Ask three people you consider positive forces how they maintain their attitudes.
- ✓ Survey your use of language, and change it when necessary. This includes inner talk and outer talk. Change your negative words and thoughts into positive ones.
- ✓ Surround yourself with as many positive people as possible.
- ✓ Appreciate yourself. Accept yourself for who you are, not who you ought to be.
- ✓ Don't worry about something that has already happened. If there is a lesson to be learned, learn it and move on.
- ✓ Accept that you are going to make mistakes.
- ✓ For one entire day, commit yourself to using all of your energy to be positive.
- ✓ Realize that how you feel about something is your choice.
- ✓ Take charge of your life, and give yourself credit when you do.



— Adapted from *The 6 Success Strategies for Winning at Life, Love & Business* by Wolf J. Rinke

There is no future in any job. The future lies in the person who holds the job.

— George Crane

In the middle of difficulty lies opportunity.

— Albert Einstein

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ONE MINUTE IDEAS

Contribute In Meetings

Do some of your employees contribute more at staff meetings, while quieter members hold back?

To achieve more balance, inform staffers in advance that you'll be directing specific questions to them.



Once you've given quieter employees fair warning, call on them.

Games People Play

You can crack down on computer game playing in your office and still maintain morale.

Set up "games-only" computers in the lounge or lunchroom for staff members to use on their own time, during breaks and at lunch time.



K
Knowledge

A
Attitude

S
Skills

H
Habits

Assists businesses and individuals to improve performance and bottom line results thru...

- Business & Individual Coaching
- Strategic Business Planning, and
- Management & Leadership Development

"We can't solve the problems of today using the same kind of thinking we used to create them" — A. Einstein

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The experience then becomes one that lasts far too long.

While the employer is wrestling with determining the "right" decision, the better employees in the organization have already made their decision. They begin to either distance themselves from the poor performer, complain, or they start doing the extra work that is now required to assure that their performance is not hurt by the new employee's poor performance. After the first mis-hire, good employees may wonder what went wrong with the selection process. After additional mis-hires, they will begin to wonder how much longer they will be able to put up with carrying the load for the employee that can't carry their fair share.

The result is that towards the conclusion of the 90-day probationary period the mis-hired employee is terminated. Unfortunately, bad employees do not always leave by themselves. They often (unintentionally) convince more valued employees that there may be a better place to work.

Employers and their most valued employees are better served when time is invested in terminating the mis-hire rather than trying to make him or her into the next good employee. When newly hired employees are determined to be "mistakes," their employment should be terminated, regardless of how much time remains in the probationary period.

The chances of hiring a person that is not a good fit for the job decreases when an employer invests quality time in selecting employees, adheres to a policy of not settling for the "best of the bunch," and terminating mis-hires when it is determined that they are not the right person for the job.

— Lonnie Harvey, Jr SPHR, President of The JESCLON Group Inc.

Future Insights

Stay flexible. Change will be constant. New opportunities will present themselves. Unexpected challenges will throw themselves at you. Be ready to duck, bob, weave, side step, and hop-scotch. Agility is power.

Stay alert to your own environment. Even carefully watching the trends, we can't predict everything that will happen to you and your company. Futurists work at the "30,000 foot" level; corporate leaders operate at the mountain top level. Keep your head in the clouds and your feet on the ground.



Practice "Future Thinking." Always look ahead in everything you do. Anticipate, project. Consider the future consequences of every decision you make. Train and encourage your staff to think the same way. Build this kind of active futures perspective into your company's culture.

Clarify your mission. Involve all your people in the creation-or confirmation-of your mission. Crystallize your reason for being, and your direction into the future. People support what they help to create.

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Opportunity... Often it comes disguised in the form of misfortune, or temporary defeat.

— Napoleon Hill

