

An Interactive Guide to Navigating the Win-Win Hiring Learning Platform

Performance-based Hiring for Recruiters and Hiring Managers Workshop

Getting Started Before Each Class



Critical Core Lessons



Recruiter Certification*



Key Resources



Module

1

Recruiters & Managers

[Overview](#) and Summary

Define Success, Not Skills to Max Quality of Hire

Prepare a Performance-based Job Description

Define Success as 5-6 Key Performance Objectives – KPOs or OKRs

Job Branding – Creating the Employee Value Proposition (EVP)

Complete All Lessons:
Create Compelling Job Descriptions to Attract Stronger People

*Certification Instructions - [Module 1](#)

Performance Profile [Worksheet](#)

Performance-based Job Description [Handbook](#)

Module

2

Recruiters Only

Preview: [Sourcing and Recruiting](#) Semi-finalists in One Step

[Using Clever Boolean](#) to Source Semi-finalists

Networking: Referrals are "Recruiter's Gold"

[Use Applicant Control](#) to Recruit the Strongest Prospects

Complete All Lessons:
Source Outstanding People Using Clever Boolean and LinkedIn Recruiter

*Certification Instructions - [Module 2](#)

[Clever Boolean Search](#) Terms Summary Cheat Sheet

Ideal Candidate [Persona Profile Form](#)

Modules

3

AND

4

Recruiters & Managers

The Most Significant [Accomplishment Question](#)

[10 Tips for](#) Controlling Bias at Its Source

Performance-based [Interviewing Basics](#)

The [Problem Solving](#) Question

[Conducting the](#) Exploratory Phone Screen

The [Work History](#) Review

Completing the [Quality of Hire](#) Talent Scorecard

Quick Access: [Mobile App](#)

Complete All Lessons:
Using the Performance-based Interview to Predict Success

*Certification Instructions - [Modules 3 & 4](#)

Phone Screen [Interview Guide](#)

Talent Scorecard [Phone Screen](#)

The Universal [Performance-based Interview](#)

Quality of Hire [Scorecard](#)

Module

5

Recruiters Only

[Closing Starts](#) on First Contact

Instant Scripts for Overcoming 30+ Common Concerns

The [Hiring Manager's Critical Role](#) in Recruiting Top Talent

[Sell the Discussion](#) Before Selling the Job

[Never Make](#) Offers That Aren't Accepted

Complete All Lessons:
Recruit Stronger Talent and Close More Offers with These Advanced Techniques

*Certification Instructions - [Module 5](#)

Job Offer - Candidate Offer Comparison and [Decision-Making Process Worksheet](#)