Complete List of Resources in the
Performance-based Hiring Learning Platform

Each of our self-paced training courses include a number of resources to help users quickly learn and apply the methodology. Following is a complete list of these resources. Those marked with an asterisk (*) are exclusive to the sourcing and recruiting courses.

Littler Mendelson White Paper on Compliance of Performance-based Hiring

This is a white paper prepared by David J. Goldstein who is one of the top legal authorities on the topic of equal employment opportunity, diversity, OFCCP and related employment compliance issues.

Defining the Job as Performance Objectives

Conducting a Performance-based Hiring Intake Meeting

This is a step-by-step guide for use during the job description in-take meeting with the hiring manager and team. It offers a simple approach to convert traditional skills-based job descriptions into performance-based job descriptions.

Getting Started Preparing Performance-based job Descriptions

This summary is a great tool for introducing hiring managers to the value of defining work as a series of 5-6 performance objectives rather than a list of skills and generic competencies.

Performance-based Job Description Handbook

This handbook contains a variety of different performance-based job descriptions and performance objectives that can used as templates for all types of jobs.

Sourcing and Recruiting Resources

Recruiter of the Future Competency Model

This competency model describes all of the skills a recruiter needs to master in order to source, recruit, assess and close the strongest and most diverse talent for critical roles.

Clever Boolean Search Terms Summary Cheat Sheet *

This cheat sheet is designed for use in the Performance-based Hiring method. It contains basic and advanced search operators along with other clever terms useful for finding more top passive candidates.

Comprehensive Candidate Persona Guide – Short and Complete Versions *

This is a step-by-step guide for capturing the essential information to create specific job branding and the Employee Value Proposition. This information is critical for developing compelling recruitment messaging.

Job Offer – Candidate Offer Comparison and Decision-Making Process Worksheet *

This form allows a candidate to objectively compare different job opportunities by examining all of the short- and long-term factors in balance rather than emphasizing compensation and location.

Interview Guides (there are 10 interview guides in this template series)

The Master Two-question Performance-based Interview Guide

This is a semi-scripted interview designed to utilize the Performance-based Hiring two-question interview format. This version of the guide can easily be adapted to any job type.

Phone Screen Interview Guide

This is a semi-scripted interview to determine if a candidate should be invited onsite. Mastering just this phone screen will reduce hiring errors due to bias and save time by only inviting potential finalists onsite for a full, in-depth interview.

Consultative Sales Rep Interview Guide

This is an interview guide for consultative sales and business development candidates who use a discovery process.

Project Management Performance-based Interview Guide

This semi-scripted interview guide is designed to evaluate the candidate's project and self-management skills along with their organizational ability.

Soft Skills Performance-based interview Guide

This semi-scripted interview guide is designed to evaluate the candidate's soft-skills including their organizational ability, time management, cross-functional teamwork, influencing and communication skills.

Interview Guide to Assess Fit with the Job and Company Culture

This semi-scripted interview guide is designed to assess the candidate's fit, fit with the company culture and fit with the hiring manager's style in managing their team.

Team Skills Performance-based Interview Guide

This semi-scripted interview guide is designed to assess the candidate's capability to work within a team environment. This includes understanding their role within the team, ability to influence and cooperate to meet team goals, and to compromise when necessary.

Technical Role Performance-based Interview Guide

This is a semi-scripted interview guide designed to assess the candidate's technical competence in relationship to the objectives within the job's performance-based job description.

The Performance-Based Hiring Panel Interview Guide

This is a comprehensive guide for conducting panel interviews. This includes a preparation checklist, instructions on how to conduct a panel interview and roles for each panel member.

Talent Scorecards and Additional Interviewing Tools

Predicting and Improving Quality of Hire Using the Performance-based Hiring Talent Scorecard

Accurately predicting Quality of Hire is possible when each hiring team member shares their evidence in a formal debriefing session. This same talent scorecard can be used to establish a corrective feedback system by comparing post-hire actual performance to the pre-hire prediction.

Interviewing – The NO 2s! Training Guide

This guide provides additional guidance on how to assess and rank the key factors on the Talent Scorecard. The most important thing to understand is that candidates who score 2 or lower should raise a red flag.

Standard Talent Scorecard Phone Screen

This is a scorecard to summarize your phone screen and document whether or not the candidate is recommended for an in-person interview or other next steps.

How to Organize the Interview by Roles Checklist

This checklist is a matrix of hiring team roles and talent scorecard factors. Completing this checklist ensures all assessment factors have been assigned and provides variety during the candidate interview.

Extras and Special Tools

Mobile Digital Application

This tool offers instant coaching advice for preparing performance-based job descriptions and asking a variety of different interviewing questions.

Interactive Overcoming Objections Tool *

It's important for recruiters to be able to handle candidate concerns at any stage in the funnel. This tool provides 30+ instant rebuttals that will prevent strong candidates from opting out for lack of trying.

Interactive Behavioral Fact-finding for Handling Different Accomplishment Questions

The performance-based interviewing process involves fully understanding a candidate's accomplishments related to the performance objectives of the job. This tool provides the behavioral fact-finding probes needed to conduct an accurate assessment.