

### Notes

#### [Motivation]

- This subject is important because you need to get benefit whenever you hire additional staff.
- When you are ready to bring on a new resource, you want to be sure that they are needed and that your company will be able to make full use of them.
- By planning your organization, you will reduce the frustration for both you and the staff.
- So, let's look at "how do you start"

#### [Detail]

- Organizations are designed
- You want bring on staff based on sound measurements and planning. This way you can avoid hiring only because you "feel" busy
- To do this, you need to plan how your organization will look at various paces of business.
- Understand what roles your company will have, what benefit your company gets from each role, and what performance level your company requires from each role.
- Each role needs to have clear duties and processes to follow
- Write your points down and communicate them both during the interview and again after the hire.
- This will give you a tool that can guide you during the interview process and help you measure how well your new staff is achieving their purpose
- Based on your staff and the expected performance level needed from each role, you may be able to assigned more than one role to a given staff member
- As you bring on new staff, you should examine and adjust staff assignments
- When new assignments are given, communicate them formally to the whole organization

#### [Conclusion]

- With a little planning and communication, when you bring on a new resource, you can set the right expectations from the start
- You can be sure that the new staff member is really needed and will be busy performing the right tasks.

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