

Dear Reader,

Just as in gardening, growing your organization is all about visualizing, cultivating and planting the seeds for success. How can you be sure that you're ready to make the right hiring decisions in 6 to 12 months? Follow this simple, garden-themed worksheet and your company will bloom.

To your success and happiness,



Helen Dutton, Business Coach
A Vision Of Your Own

Step 1: Visualize Your Employee Garden

Take a minute; close your eyes. Can you "see" how you want your company to look? Create a vision for how you'd like your organization to operate in 6 to 12 months.

Step 2: Picking Your Plot

Where in the organization will your newest employee fit in? Will they report to you? If not, who will they report to and will that person be ready by the time the newest employee is hired?

Step 3: Choosing Your Seeds

Now is the time to get down to the gritty details. Select the tasks and responsibilities that your newest employee can grow into. What will they be working on? Write down that job profile.

Step 4: Preparing the Soil

The critical step! Starting today, act as though the perfect employee could walk through your door at any minute and create a hiring kit.

To create your Hiring Kit:

- Have the job profile posted in an obvious area so you can see it every day, and share it with at least one other employee or colleague to let them know you're hiring.
- Start collecting computers/desks/chairs and place them in the office.
- Write down interview questions as they occur to you, or ask trusted advisors for suggestions.
- Prepare a sample job offer letter and employment agreement, and have it reviewed by legal counsel.
- Ask your accountant how to set up payroll for a new employee.

Step 5: Planting

You're ready! When you find someone who has the potential to be the right new employee, pull out your hiring kit and get ready to start growing.

About The Author

Helen Dutton is a veteran Business Coach and Owner of A Vision Of Your Own LLC. For over 10 years, she has coached CEOs and Business Owners to achieve business excellence with the mission "Achieving Excellence with Ease". Helen can be reached directly at helen@avisionofyourown.com or 603-529-2345.

