

# Hacks to find awesome employees



@2squarepegs

# Take a test drive

Give tasks related to skills needed in the role

Keep tasks to about 2 hrs

- Microtask : What would be a core task in their role
- Previous work : Ask how they were involved, what their portion and results
- Personality : Great for sales and community engagement roles

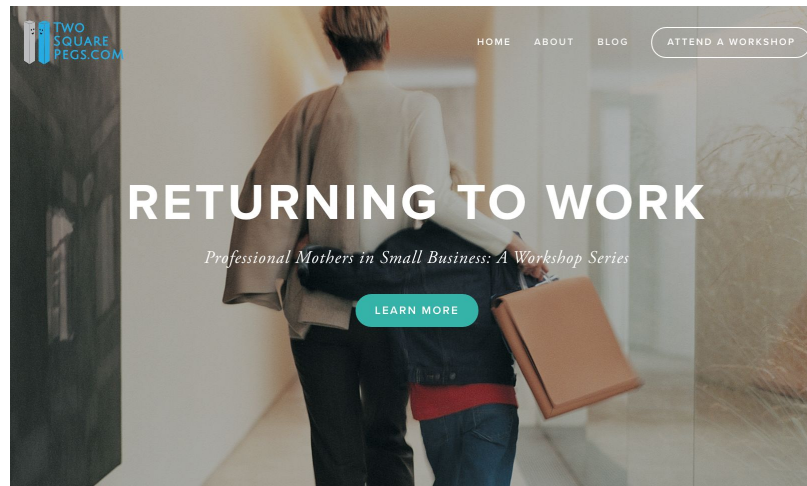
## Run Sheet

Draft workshop run sheet		
Workshop Run Sheet	Time	Lead
Introduction and workshop objective	9:00	Facilitator
Activity – going around the room. Why are you here? What are some obstacles to returning to work? What do you need help with? Capture on butchers paper to check off later in session.	9:15	Facilitator
Diversity: why? Discuss current employment market, innovation. Set out the alternate compensation models that can be considered	9:30	Trang Du
Two Square Pegs: who we are and what we do. Share some specific success stories (video interviews from small business and from experts).	9:45	Trang Du
Break	10:30	
Steps to engaging with small business opportunities via Two Square Pegs. How to set up your profile, key considerations	10:50	Trang Du/Other Two Square Pegs
Research tools available to you when assessing a possible match with a business. Include how to use LinkedIn to best advantage	11:45	Facilitator
Action Plan: What do you need to do to get started? Spend a few minutes writing down the steps you will take to begin your journey. Share with your table group.	12:05	Facilitator/ table groups
Wrap up:		
- check against activity at start. Do participants feel they can use Two Square Pegs to address?	12:15	Facilitator
- check against workshop objectives		
- Hand out feedback forms		
Close	12:30	

Potential facilitators/presenters:

- A process expert from Two Square Pegs would present on "Steps to engaging" with on line demonstration
- An experienced facilitator with a recruitment / job placement background

## Website



"I think every working mum probably feels the same thing: You go through big chunks of time where you're just thinking, 'This is impossible - oh, this is impossible.' And then you just keep going and keep going, and you sort of do the impossible." - Tina Fey

Returning to work after being at a full-time mother can be intimidating. It can be hard to know where to start. How do I update my CV? Do I need to update my skills? Do employers understand the demands on a working mum? Is my confidence still there? Am

# Other currencies

Look at other currencies for payment

- Time
- Status
- Love

What can you offer in return?

- Head
- Hand
- Heart



TWO  
SQUARE  
PEGS.COM



# Check your biases at the door

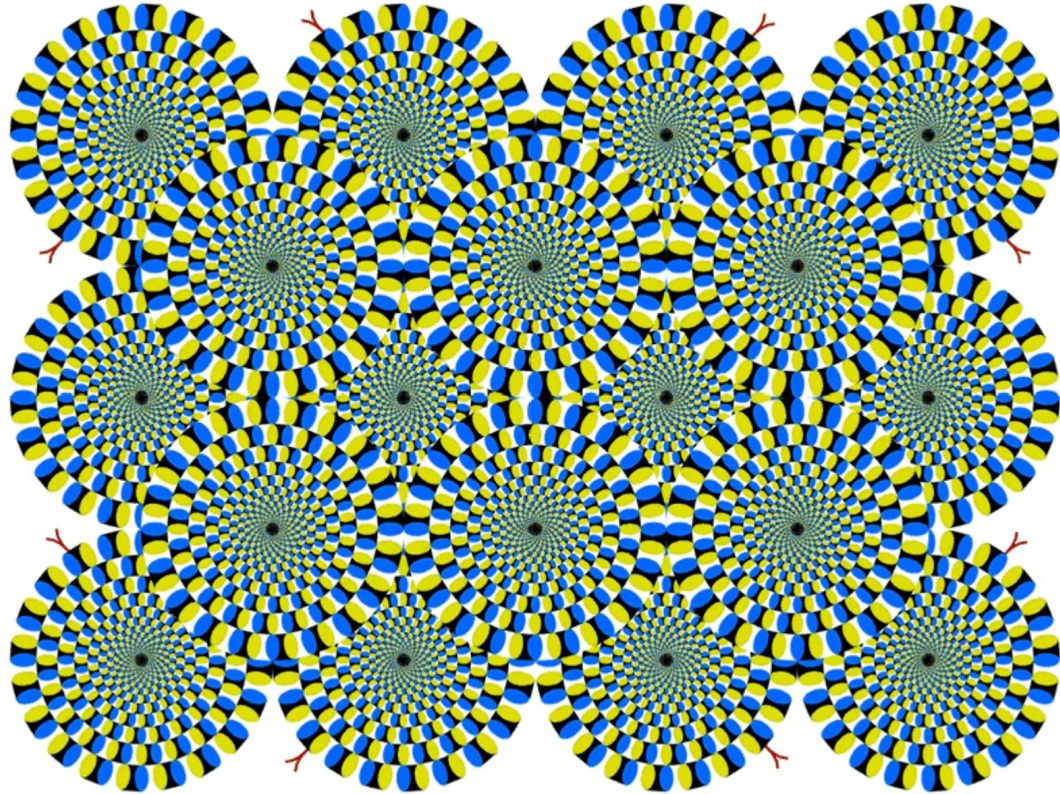
Biases means we lose out - it costs us \$\$

- Hire based on perception of ability rather than actual ability

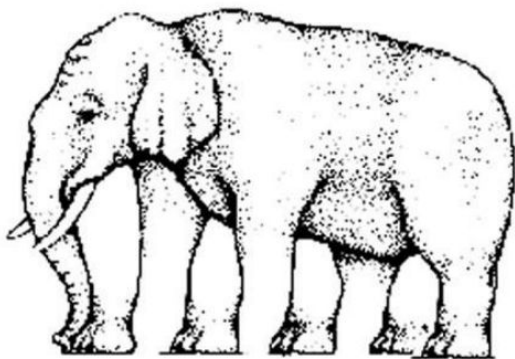
Hire and work with people like us which is

- Bad for decision making and innovation

Why is this static  
image moving?







How many legs?



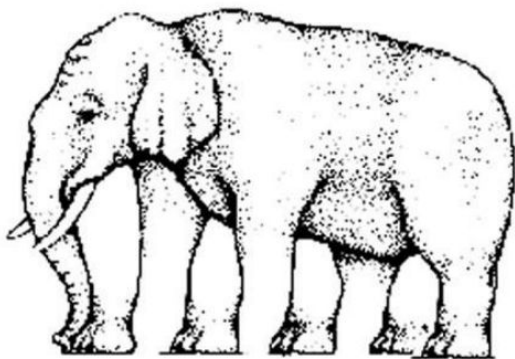
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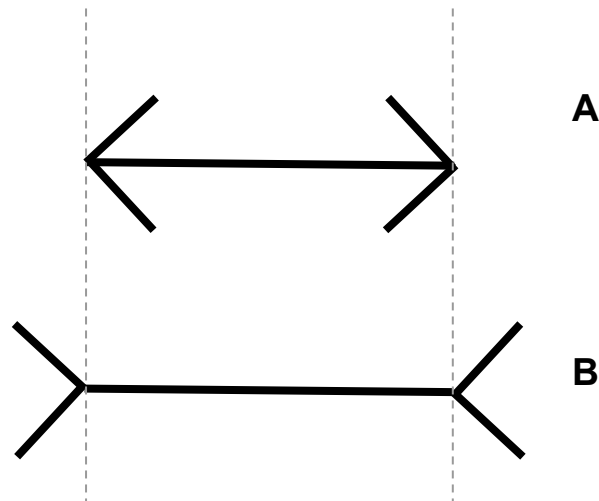
B

Which is longer?





How many legs? 5



Which is longer? Same  
Size

# Use numbers rather than words

Studies show informal interviews don't work

Use a scorecard

Don't interview alone, 2- 4 is best

Ask questions that show you how they think

- How much money does a cab driver take home at the end of a day?



## Example

### Scorecard for a developer

Skills				
JavaScript	✕ 0	🗨 0	👍 0	★ 1
HTML & CSS	✕ 0	🗨 0	👍 0	★ 1
Personality Traits				
Professional	✕ 0	🗨 0	👍 0	★ 1
Self-Starter	✕ 0	🗨 0	👍 1	★ 0
Driven	✕ 0	🗨 0	👍 0	★ 1
Qualifications				
BS in Computer Science	✕ 0	🗨 0	👍 1	★ 0

## Now it's your turn

- Tell me three things you could do with a brick (Assess creativity of responses)
- Score each other's answers

# Resources

[www.twosquarepegs.com](http://www.twosquarepegs.com) - Sign up and let us know what skills you need for support in your business

Hiring scorecard and template: [www.blog.capterra.com/create-interview-scorecard-need-one-plus-free-template/](http://www.blog.capterra.com/create-interview-scorecard-need-one-plus-free-template/)

Harvard Implicit Association tests allows you to measure unconscious bias: [www.tolerance.org/activity/test-yourself-hidden-bias](http://www.tolerance.org/activity/test-yourself-hidden-bias)

[www.nytimes.com/2015/05/31/opinion/sunday/guess-who-doesnt-fit-in-at-work.html](http://www.nytimes.com/2015/05/31/opinion/sunday/guess-who-doesnt-fit-in-at-work.html)

Topgrading interview questions: [careerladder.sg/wp-content/uploads/2015/01/Abbreviated\\_Topgrading\\_Interview\\_Guide-libre.pdf](http://careerladder.sg/wp-content/uploads/2015/01/Abbreviated_Topgrading_Interview_Guide-libre.pdf)

