

HIRE BETTER, FASTER — SESSION 1

When to Hire Your Next Employee

Participant Worksheet

Name

Business

Work through each section during the session. Answer for your real business — honest answers here are more valuable than comfortable ones.

1 Step 1 — Your Reality Check

Tick every statement that applies to your business right now. Be honest.

- ☐ We are overworked and understaffed
- ☐ We have the wrong person in a role
- ☐ Hiring decisions have cost us time and money in the past
- ☐ We are paying overtime we should not need to pay
- ☐ Team stress is higher than it should be
- ☐ We have turned away or delayed work because of capacity

What is the single biggest people problem in my business right now?

2 Step 2 — The Cost of Getting It Wrong

Estimate the cost a bad hire has caused your business — or could cause your business — right now.

Cost Category	My Estimate (\$)
Advertising, job boards, or agency fees	\$
My time: writing the ad, screening, interviewing (hours x hourly rate)	\$
Other team members involved in the hiring process	\$
Onboarding and training the new hire	\$
Lost productivity while the role was vacant or underperforming	\$
Disruption to the team and re-work from a bad hire	\$
TOTAL ESTIMATED COST	\$

The industry estimate is \$3,500 to \$15,000+ per hire. Where does your number sit? If it is uncomfortably high, that is the point — it justifies the investment in getting the process right.

3 Step 3 — The 9 Questions Before You Hire

Answer each question honestly. A "no" or "not sure" is a signal to fix something before you advertise.

#	Question	Yes / No / Partly	Action needed
1	Are we doing the right work? (80/20 — are our hours on the highest-value tasks?)		
2	Do we have the right clients? (Do they value us and pay full price?)		
3	Are we being effective? (Right people, right tasks, right order?)		
4	Are we being efficient? (Any double handling, overtime, or process waste?)		
5	Is this a short-term occurrence, or an ongoing need?		
6	What is the long-term trend? (Is the workload genuinely growing?)		
7	Do we have the right equipment and systems to support the team?		
8	Does our team need more training before we add another person?		
9	What level of commitment does this role actually require?		

For Question 9 — circle your commitment type:

Casual	Permanent Part Time	Permanent Full Time	Contracted
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4 Step 4 — Identify Your Hiring Trigger

Tick the trigger that applies to your current situation, then answer the question that follows.

☐ **New Role** A function the business has never had before

→ What does success look like in 90 days?

☐ **Replacement** Someone has left and the role must be filled

→ Why did the previous person leave?

☐ **Growth Hire** Pipeline justifies adding headcount now

→ Does 90 days of forward pipeline cover the payroll cost?

☐ **Backfill** A key person has moved up and their old role is open

→ Has the promoted person's new role been defined yet?

5 Step 5 — My Hiring Decision

The role I am hiring for:

My decision:

- ☐ YES — I am hiring. The case is clear and the 9 questions check out.
- ☐ NOT YET — I need to fix the following first:
- ☐ NO — Not justified right now. I will review in:

6 Step 6 — My Commitment for the Next 7 Days

What are you going to do in the next 7 days? Be specific.

1. Right work, right clients — one thing I will stop doing or start doing

2. Right people doing the right tasks — one change I will make this week

3. The single most important hiring action I will take

Next Session: Who to Hire and Organisational Structure
Bring your confirmed role title and your hiring decision to Session 2.

