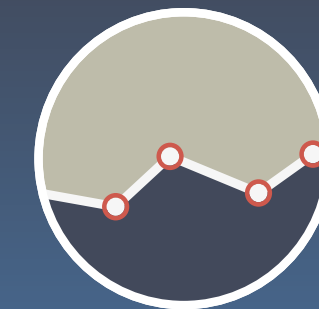


navigate
with
confidence

Approach
MANAGEMENT GROUP INC



Empowering Independent Lab Owners

P R E S E N T I N G

Hiring the Right People

business insights for dental lab owners

Information founded on
actual experience.

darren lemke | *president*

patti glendinning | *vice president*



“Time spent on hiring is time well spent.”

- Robert Half





Evaluate Your Process

What is Your HR Experience As An Owner?

- HR Person
- Know your state & federal employment laws
- Employee Handbook / Standard Operating Procedures
- Fluid Hiring Process (Proper forms, agreements, payroll set up, probation)
- Career Path - Training & Evaluation Protocols (Short & Long Term)



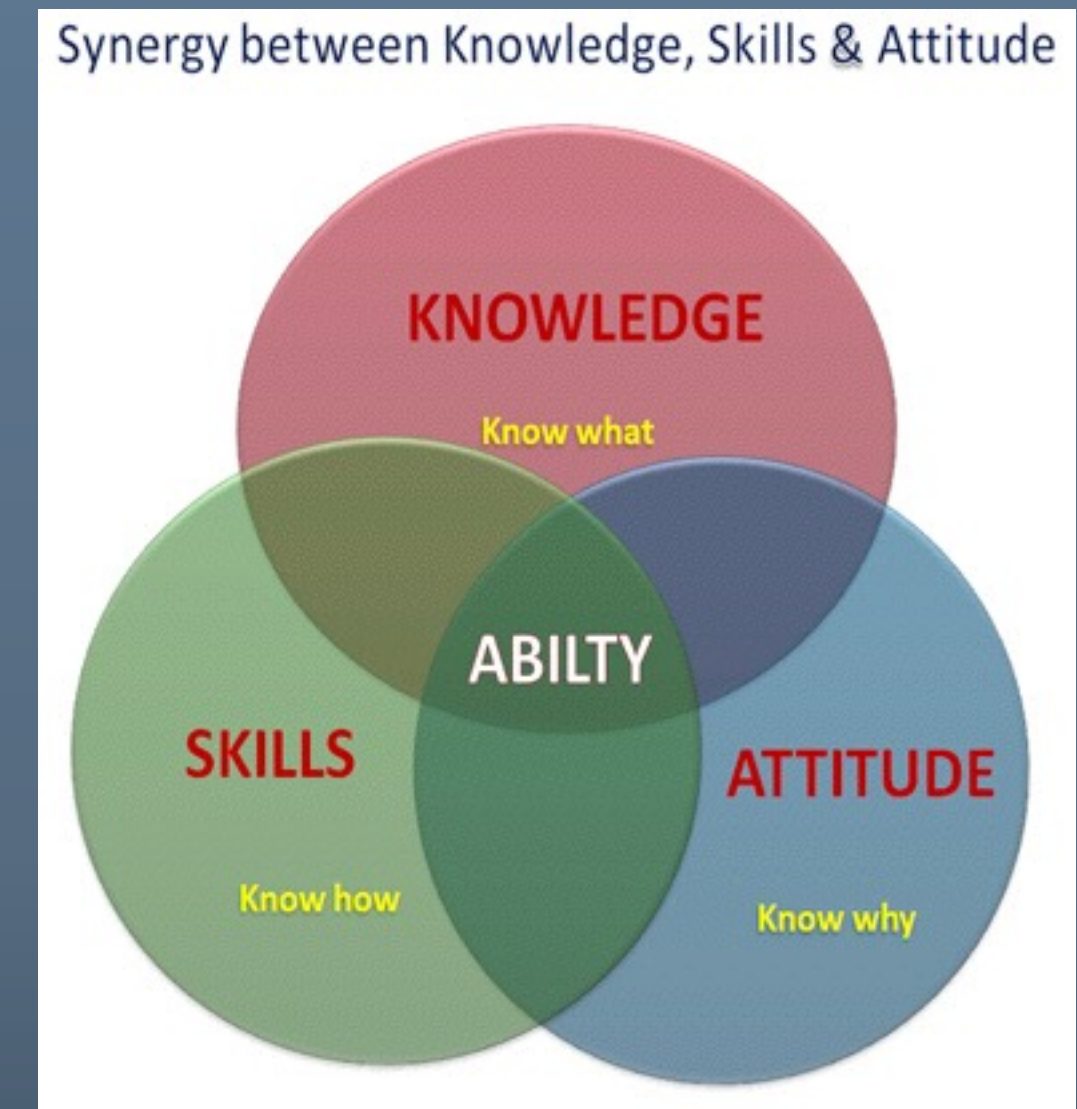
Hiring the Right Attitude

Do you have an effective training program in place?

Skill, Attitude & Knowledge = **Ability**

“You cannot push anyone up the ladder
unless he is willing to climb.”

– **Andrew Carnegie**





Evaluate Your Labor Pool

How Easy is It to Find People in Your Area?

- Geographic Opportunities or Challenges
- Educational Institutions
- Competitive advantage - acquisitions



Elements of a Training Program

Training Tools

- PTC Training Program or Your Own
- Standard Operating Procedures (SOPS)
 - *Create Consistency & Quality*
- Position Profiles - clarity & expectations



Attract the Right People

What Does Your Lab Have to Offer...

- Mentorship & Training Programs
- Accreditation & Academic Support
- Social & Industry Event Participation



Attract the Right People

What Does Your Lab Have to Offer...

- Benefits, Licence Fees and Bonus
- Culture & Environment
- Location, Facility and Technology



Where to Look...

Where to Advertise...

- Local Educational Institutions
- Social Media
- LMT Classifieds



Where to Advertise...

Where to Advertise...

- Online Job Sites - Indeed, Monster, LinkedIn
- Word of mouth: technicians, sales representatives
- Your Website, Dental Technician College



Evaluate the Need

Evaluate The Position To Fill

- Analyze from a top down view of your laboratory
- Discuss with Supervisors & re-assign processes and duties
- Identify your “must have” requirements vs what you can “develop”
- Hire with the future in mind



Profile the Position

Identify & Define Positions

- Apply process to the whole lab
 - Sales, Administration, Delivery, Management & Production
- Technicians
- Name each position & title by task or responsibility



Profile the Position

Identify & Define Positions

- Outline skills, experience level, daily tasks, accountability
- List equipment, technology and software proficiencies
- Specialized skills, education or accreditations required



Due Diligence

Protect Yourself & Your Employees

- Criminal Record Check
- Pre-employment drug testing (check your laws)
- Driver's Abstract
- Certifications & Licences

Profiling Candidates



Honing in on a Good Hire

- Review, Screen & short-list resumes
- References - authenticate & check references prior to the interview
- Consult with colleagues and industry connections

Profiling Candidates



Honing in on a Good Hire

- Prepare for the interview
- Do your homework, familiarize yourself with their resume, social media, make notes
- Prepare open ended/interesting/creative questions - get them talking

Profiling Candidates



Honing in on a Good Hire

- Follow up questions with why? when? results? how many?
- Put them to the test - bench, plan or perform
- What do they know about your company?

Profiling Candidates



Honing in on a Good Hire

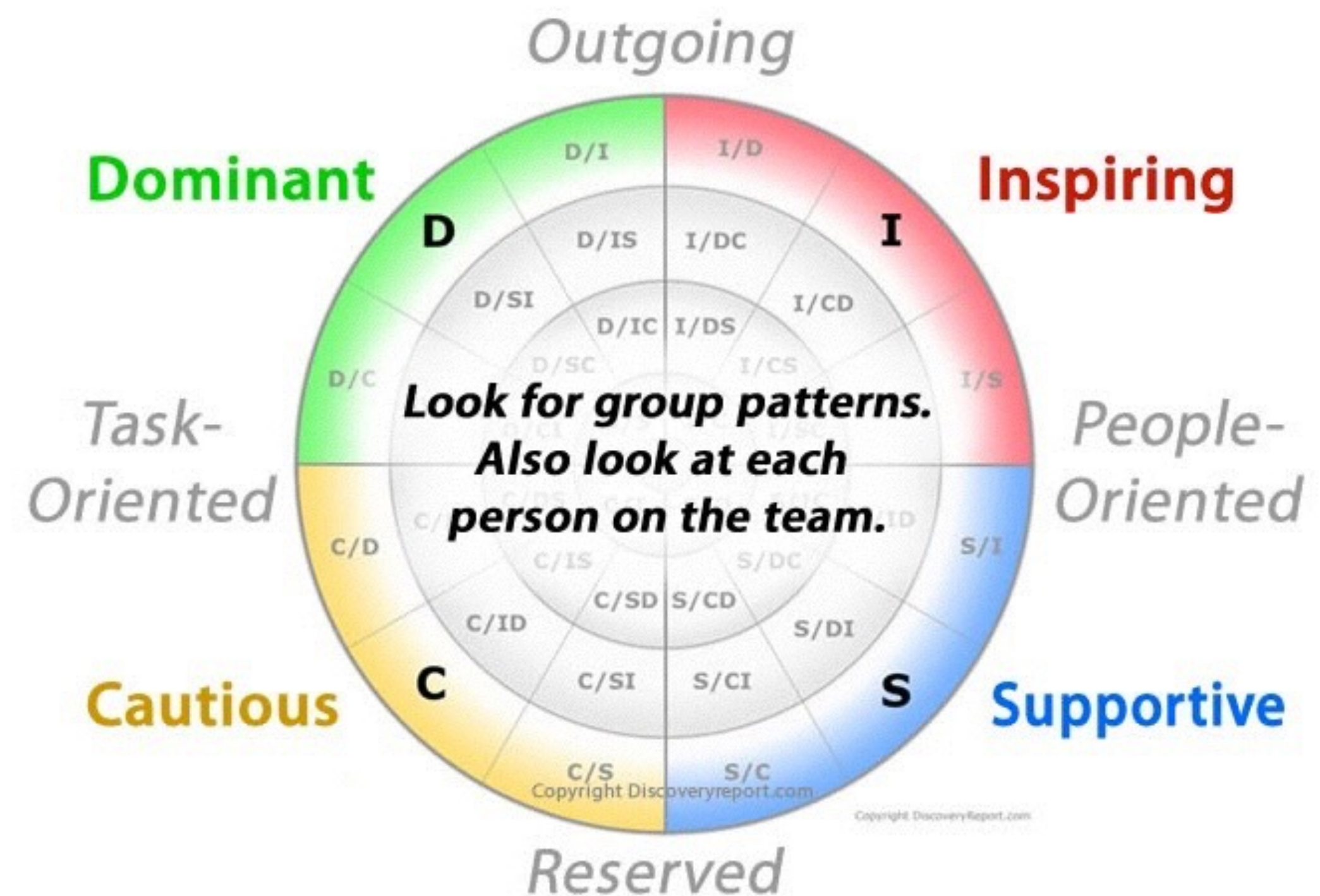
- Follow up with interviews - its courteous
- Keep in touch with close second's - future need
- Short list of candidates complete a DISC Profile
- Meet final candidates for a second interview, include key team members or management

UTILIZING DISC PERSONALITY PROFILES



What is a DISC Profile?

A simple tool designed to help you & your team work together with more cooperation and productivity.

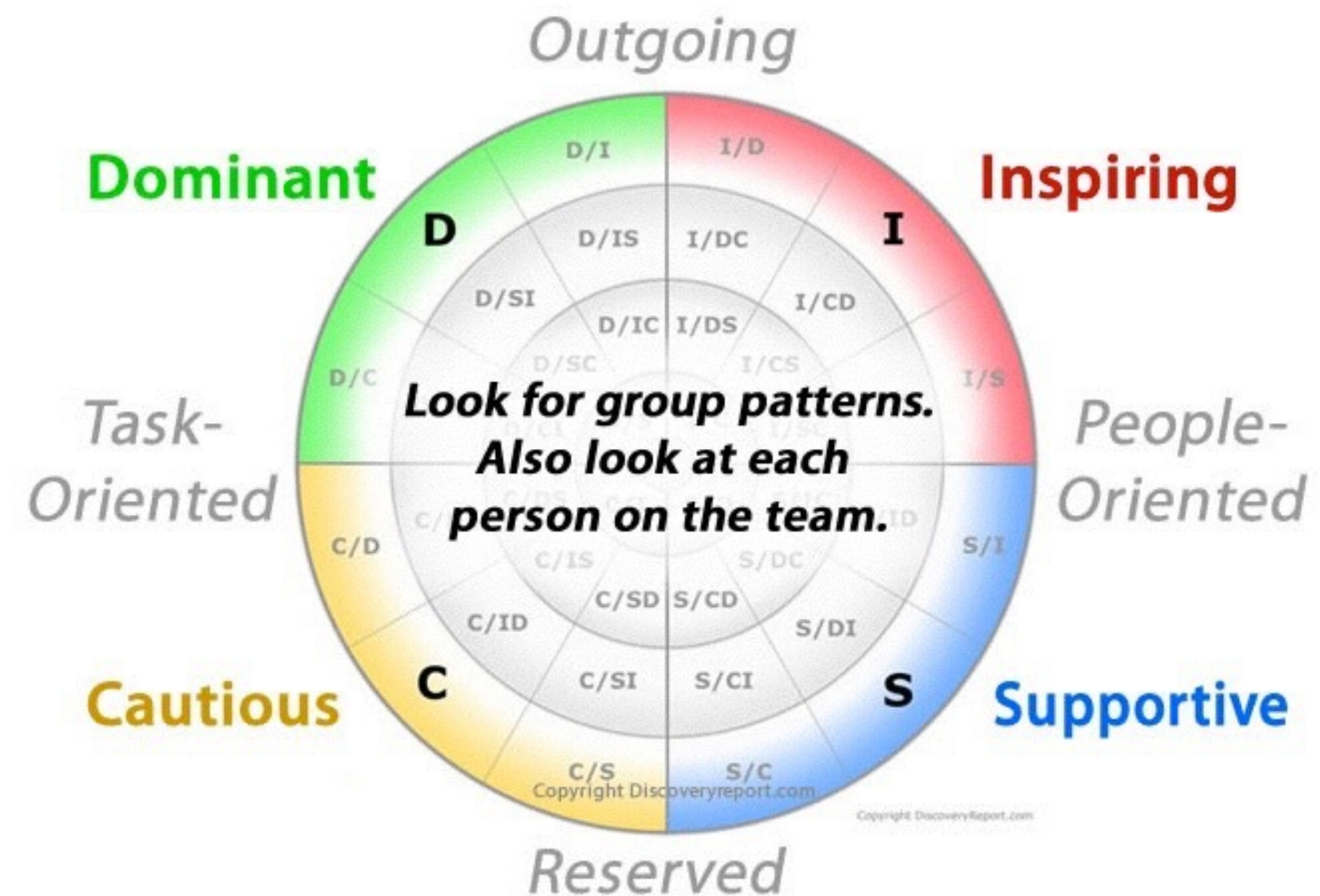


UTILIZING DISC PERSONALITY PROFILES



Using DISC Profiles

- What does a **DISC** profile tell you?
- How can you use **DISC** profiles to help you hire the right people?
- How can using **DISC** Profiles help you improve communication within your lab?



UTILIZING DISC PERSONALITY PROFILES



Why Should I Assess My Team?

- Helps you to understand the personality profile of your lab
- Identify weaknesses and strengths in leadership
- Determine if you have your people in the right positions
- Help to understand and resolve conflict

UTILIZING DISC PERSONALITY PROFILES



How Does It Work?

- An email is provided for each report requested
- A link to the online portal is sent directly to the employee or candidate
- It takes about 5 minutes to complete
- The final report is sent to the employee, candidate & owner



DISC PROFILE PRICING

How Can I Order DISC Profiles for My Lab?

Email us at info@approachmg.com

We will send you out information to complete the order process.



DISC PROFILE PRICING

Report Recommendations & Pricing

- Standard Report - 30 pgs \$39.95

Bench technicians or drivers

- Leadership Report - 63 pgs \$69.95

Owners, Technical Supervisors, Admin or Office Managers

- Direct Selling Report - 50 pgs \$59.95

Sales People



Making Your Decision

Ask Yourself These Questions...

- Is this person a good fit for your team?
- Are they willing to learn?
- Do they meet your “must have” criteria?
- Do they love what they do?
- Do they share your vision?

Thank you for Joining Us!



Upcoming Approach Management Seminars

Next Webinar...

Feb 14th ❤️

Setting Employee Expectations

Approach
MANAGEMENT GROUP INC

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