### WORKSHEET

Foundation 5: How to hire, retain, and train the right people

[Lesson link](https://splicemedia.com/school-of-splice/foundation/05-how-to-hire-retain-and-train-people)

## **1. How do I make the right hire for the right job? Where do I start?**

## It all begins with you and what you want to get out of this journey. Ask yourself the following questions:

* What do you do best?
* Are you really the best person to take this forward — at this stage in your evolution?

Let’s start with an exercise. First, spend a few minutes thinking about what you need done in the next 6 months.

Focus on the tasks to be done, not job titles.

* Step 1: Make a list of all the things you’re great at.
* Step 2: When you are done with the list. Highlight what you love doing. 😍

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## 2. How do I decide when to start hiring?

## Here are some questions to think through first.

* Do I have a definitive job description for what needs to be done?
* Does that job description include the expected outcome of those tasks?
* Is there enough work in there to justify a full-time or part-time hire? (The last thing you want to do is to have to look for ways to justify a salary)
* Is this something that couldn't or shouldn't be done by a freelancer — or perhaps it's possible to automate this with software?
* Do I have the financial runway to pay that person fairly and on time?
* Am I able to create a conducive environment to help that person succeed?

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## 3. Lessons on building a team from the Splice community

* Look around for people that have complementary skills and the same vision.
* Focus on scaling impact rather than scaling organisation.
* Your first employee might be a product manager — or an advocate for your audience.
* Make empathy a team sport.
* Take care of your team - help them succeed at work, and at home.
* Find people you can be honest with - and who will do the same for you.
* Hire someone whom you can learn from. Someone who inspires you. Someone who not just grows your company — but grows you as a person.
* Hire the best people you can find and then get out of their way.