

## MRH ProGuide: Hiring, Interviewing and Onboarding New Employees



For Questions or Inquiries, Please Contact Us:

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# Editable Templates Included

Along with the 96-page MRH ProGuide You Get 5 Customizable and Editable Spreadsheets (Excel Format):

- Resume Evaluation Worksheet
- Interview Questionnaire Worksheet
- Consensus Meeting Worksheet
- Wage Comparison Matrix
- Onboarding Checklist

Resume Evaluation Comparison Matrix			
Attribute:	Candidate:	Candidate:	Candidate:
Positives	Meets Experience Requirements?		
	Meets Education Standard?	Candidate Name: _____ Interview Date: _____ Job Title: _____	
	Meet Any of Preferred Qualifications?	Hiring Manager: _____ Interviewer: _____	
	History of Career Progression?	Strengths / Weaknesses:	Strength Weakness
	Consistent Employment History?	Accountability Motivation / Self-Starter	
Negatives	History of Job Hopping?	Candidate Name: _____ Interview Date: _____ Job Title: _____ Hiring Manager: _____ Interviewer: _____	
	Red Flags or Show Stoppers?	Interviewer Feedback:	Interviewer 1 Interview 2 Interview 3 Interview 4 Strength Weakness Strength Weakness Strength Weakness Strength Weakness
	Select for Phone Screen?	Communication Skills Composure Decision Making Accountability Motivation / Self-Starter	

  

Pre-Selected Interview Questions	Question 1:	Question 2:	Question 3:

  

Work Area	IT Activities & Equipment
<input checked="" type="checkbox"/> N/A Check As Applicable: Designate and Prepare Work Area (Clean, Organize) Order Nameplate Order Business Cards Arrange for Security Badge, Parking Space/Credentials, Keys Update Seating Chart and Employee Directory Provide Branded Gifts (Mug, Hat, T-shirt, etc.) Other: _____	<input checked="" type="checkbox"/> N/A Check As Applicable: Request Employee ID Number Request Computer / Laptop / Tablet Setup E-mail Address Setup Office Phone Ord _____ Gra _____ Arri _____ Ord _____ Oth _____

  

Employee	Years of Experience	Years of Company	Job Title	Degree	Previous Year Performance Score (out of 5)	Compensation
T. Watson	14	10	Lead Engineer	Master's	5	\$125,938
M. Barry	10	3	Lead Engineer	Master's	4	\$113,901
J. Brown	12	12	Senior Engineer	Bachelor's	4	\$109,450
H. Shinseki	6	1	Senior Engineer	Bachelor's	3	\$90,092
<b>New Hire</b>	<b>7</b>	<b>0</b>	<b>Senior Engineer</b>	<b>Bachelor's</b>	<b>N/A</b>	<b>\$94,000</b>
P. Helesson	9	4	Senior Engineer	Bachelor's	3	\$96,034
Q. Jones	5	5	Senior Engineer	Bachelor's	5	\$89,985
F. LaPointe	8	8	Programmer	None	4	\$80,529