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DETERMINE "WHO"



ASSESS YOUR TEAM

Know *who* you need before engaging candidates.

When hiring, it's easy to focus on finding the right candidate. But have you considered the strengths and gaps already within your team? Taking a moment to assess your current team's dynamics—personalities, soft skills, and areas for balance—can transform how you hire.

Filling technical skill gaps is essential, but addressing soft skill gaps drives greater efficiency, harmony, and productivity.

Who is your team missing? The Motivator? The Problem Solver? The Optimist?

In this section, you'll gain:

- ☒ A Hiring Priorities Checklist
- ☒ A Core Values Assessment

Refine your team. Hire smarter.

RESOURCE TOOLKIT



CHECKLIST: IDENTIFY YOUR HIRING PRIORITIES

Do you have sufficient leadership on the team already? What are you looking for?
Team players? Collaboration? A positive, can-do attitude?

Step 1: Define What Great Looks Like

What attitudes and behaviors make your team thrive? Think about the standout personalities of your current team and the vibe of your practice culture.

 **Pro Tip: Use these traits as a benchmark. While screening candidates, test if they genuinely align with these key characteristics.**

Step 2: Find the Missing Puzzle Piece

What's your team missing? Identify the qualities or skills that would balance and elevate your group.
Involve your team! Getting their input:

- **Makes them feel valued.**
- **Smooths out the onboarding process for new hires.**

Step 3: Let Your Core Values Be Your Guide

Your Core Values = Your Compass

Use them to find candidates who truly fit your culture. Need help? Check out the **Core Values Assessment Worksheet on page 8 of this toolkit.**

ENSURE THE RIGHT CULTURE FIT

Unlock Your Team's True Potential with a Core Values Assessment

Want to make the process of discovering your core values easier? A Core Values Assessment is your go-to tool.

Here's why it's a game-changer:

- It's not just insightful—it's FUN! Bring your team into the mix and turn it into an engaging team-building activity.
- Once you've nailed down your core values, write them down, post them, practice them, and most importantly—live them daily.

Here's how it pays off:

Mapping out your current team helps you zero in on exactly what you're looking for in future hires.

When you know who you are, what you stand for, and how your team operates, you're in a position to:

- ✓ Clearly define your hiring criteria.
- ✓ Show candidates you're thoughtful and intentional about your culture.
- ✓ Attract people who align with your values and will thrive in your team.

Bottom Line?

This process doesn't just help you find great hires—it builds a stronger, more aligned team from the inside out. Start now and create a culture that speaks volumes.





CORE VALUES ASSESSMENT WORKSHEET

Narrow your core values – these values drive your decision making processes and ultimately your level of satisfaction. To narrow your values:

- 1. Star twenty words that most resonate with you.*
- 2. Underline ten of the starred words that you find most important.*
- 3. Circle five of the most important words from the list of ten that you have starred.*

Abundance	Ecology/Environment	Intelligence	Relationships
Achievement	Ethics	Intimacy	Reliability
Activism	Excellence	Investing	Religion
Adventure	Excitement	Joy	Reputation
Affluence	Experience	Justice	Resilience
Approval	Expertise	Kindness	Resourcefulness
Art	Expressiveness	Knowledge	Respect
Beautiful things	Fairness	Leadership	Responsibility
Beauty	Faith	Learning	Safety
Belonging	Fame	Love	Security
Challenges	Family	Loyalty	Sensuality
Change	Financial	Making a Difference	Serenity
Clarity	Independence	Mastery	Service
Comfort	Fitness	Meaningful work	Significance
Commitment	Flexibility	Mindfulness	Simplicity
Community	Freedom	Money	Spirituality
Compassion	Friendship	Nature	Stability
Competence	Frugality	Open-mindedness	Status
Competition	Fun	Order	Success
Connection	Generosity	Originality	Teaching
Consciousness	Growth	Owning	Thrift
Contribution	Happiness	Peace	Thriving
Control	Harmony	Perfection	Tradition
Country	Having the best	Philanthropy	Transcendence
Creating	Health	Play	Transformation
Decisiveness	Helping others	Pleasure	Trustworthiness
Devotion	Home	Power	Truth
Dignity	Honesty	Privacy	Uniqueness
Discipline	Imagination	Productivity	Unity
Discovery	Independence	Prosperity	Virtue
Diversity	Individuality	Purpose	Vision
Duty	Influence	Reason	Wealth
Education	Innovation	Recognition	Wellness
Enjoyment	Integrity	Recreation	Wisdom
			Worthiness