



Hiring Guide Outline

This limited podcast series covers insight, advice, do's and don'ts's, and more from both the perspective of the hiring manager and job seeker.

Introduction & The Search (1:19:14)		
Topic	Target Audience	Timestamp
Why listen to Sean Bair?	Everyone	0:01:56
Why is it difficult to hire?	Managers	0:03:18
Why is it difficult to get hired?	Job Seekers	0:11:02
Purpose, goals, and tasks of a new position		
<ul style="list-style-type: none"> Time to create a new position 	Managers	0:16:26
<ul style="list-style-type: none"> What goals and tasks to give the new position? 	Managers	0:17:43
<ul style="list-style-type: none"> Fill or not fill an existing position? 	Managers	0:23:55
<ul style="list-style-type: none"> What worked and what didn't work before? 	Managers	0:25:17
<ul style="list-style-type: none"> What are the aspects of the new position? 	Job Seekers	0:28:24
<ul style="list-style-type: none"> Civilian vs sworn position 	Job Seekers	0:33:10
<ul style="list-style-type: none"> What are the aspects of the existing positions? 	Job Seekers	0:35:56
New position in a hierarchy		
<ul style="list-style-type: none"> Where is the position going to be located? 	Managers	0:40:02
<ul style="list-style-type: none"> What does the location of the position mean? 	Job Seekers	0:45:12
Working with HR		
<ul style="list-style-type: none"> Effective methods of working with HR 	Managers	0:48:51
<ul style="list-style-type: none"> What you can find out from HR 	Job Seekers	0:56:41
Documenting the new position		
<ul style="list-style-type: none"> Advice for position documentation 	Managers	0:59:48
Job announcement (preview)		
<ul style="list-style-type: none"> Do you qualify? 	Job Seekers	1:03:45
<ul style="list-style-type: none"> Resources to find jobs 	Job Seekers	1:07:11
<ul style="list-style-type: none"> Are you willing to relocate for a position? 	Job Seekers	1:11:55

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The Application (0:46:18)		
Topic	Target Audience	Timestamp
Job announcement		
• How to get the best candidate	Managers	0:01:33
• Keywords	Managers	0:04:44
• What is the right number of applicants?	Managers	0:08:57
• Common mistakes when announcing a position	Managers	0:10:26
• Pay attention to software	Job Seekers	0:12:49
Cover letter		
• Is a cover letter necessary?	Everyone	0:14:46
• What should be in a cover letter?	Everyone	0:17:44
Resume		
• Number of pages	Everyone	0:18:53
• What to include and not to include	Everyone	0:24:41
Portfolio		
• Items in an LE analysis portfolio	Everyone	0:29:14
• What if you have little to no experience?	Everyone	0:33:35
Questions		
• What to ask?	Managers	0:38:46
• What is the purpose?	Everyone	0:42:59
The Interview (1:10:43)		
Interview format		
• Different types of interviews	Everyone	0:02:28
• Effective approaches to a successful interview	Everyone	0:07:41
• Zoom interviews	Everyone	0:10:21
Questions to ask		
• Standard interview questions	Managers	0:18:15
• LE analyst specific questions	Managers	0:24:47
• Tips & tricks of asking questions tactfully	Job Seekers	0:31:08
Application demonstration		
• Types of demonstrations	Managers	0:36:37
• Keys to great demonstrations	Managers	0:42:35
• Advice for LE specific demonstrations	Job Seekers	0:47:13
• The portfolio and interview	Job Seekers	0:50:09
• The “Thank You”	Job Seekers	0:59:06

The Agreement (1:02:33)		
Topic	Target Audience	Timestamp
Research		
• Background investigation / clearance	Everyone	0:02:42
• What is overlooked?	Managers	0:07:31
• Legal marijuana usage	Everyone	0:10:27
• Psychological evaluation and polygraph	Everyone	0:12:43
• References	Everyone	0:15:43
• Background issues	Job Seekers	0:17:38
Decision to hire an applicant		
• Hiring decision process	Managers	0:23:09
Offer		
• The offer, salary, and benefit package	Managers	0:33:53
• Obscure / unique benefits	Everyone	0:43:49
• The counteroffer	Job Seekers	0:46:46
The Arrival (0:24:28)		
Goals, agenda, evaluation process		
• What to expect in the 1 st week, month, quarter ...	Managers	0:02:02
• Efficiently evaluating the employee's progress	Managers	0:08:15
• How to get settled into the new position	Employees	0:17:52
• What to do when goals aren't clearly defined	Employee	0:18:49
The Journey (1:14:55)		
Individual growth		
• Guiding individual growth	Managers	0:01:11
• Establishing goals and motivation	Managers	0:02:28
• Evaluating employee's proposals	Managers	0:05:02
• Effective ways to say "no"	Managers	0:08:18
• Myers-Briggs Personality Tests / Indicators	Managers	0:13:13
• Ultimate goals / where employees want to go	Employees	0:16:14
Team growth		
• Moving the team forward	Managers	0:20:30
• Ensuring team comradery and unity	Managers	0:28:57
• Individual vs team vs organization goals	Everyone	0:35:36
• Get to know the roles of the organization	Employees	0:37:50
Performance issues		
• How to address performance issues effectively	Managers	0:42:25
• Like the job & pay, but hate the boss?	Employees	0:49:58
Promotions, raises, and outmatching competitors		
• How to address these topics effectively	Everyone	0:54:05
• Tips & tricks to negotiation promotions and raises	Employees	1:03:24
• Own up to mistakes	Employees	1:09:58

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The Exit (0:38:54)		
Topic	Target Audience	Timestamp
Firing, laying off, and/or resignations		
<ul style="list-style-type: none"> • What is the process for each? 	Managers	0:00:33
<ul style="list-style-type: none"> • Evaluating the hire 	Managers	0:06:21
<ul style="list-style-type: none"> • What to do after being fired or laid off? 	Employees	0:10:58
<ul style="list-style-type: none"> • Tips on resigning gracefully 	Employees	0:17:00
Designating responsibilities		
<ul style="list-style-type: none"> • Setting up for the next generation 	Everyone	0:19:05
<ul style="list-style-type: none"> • Project evaluation 	Everyone	0:25:41

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Notes:

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