**The Hiring Process**

What characteristics are you looking for in your employees?

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What “red flags” would you look for in resumes and cover letters to narrow down the list of applicants?

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Write a job advertisement for the local newspaper that you feel would be appropriate for your company.

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List 4 questions that you would ask in the interview that you feel are important in determining a “good employee” for your venture.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How are you planning to motivate your staff?

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List the positions that will be available in your venture that will need to be filled, along with the job description, quantity needed, the required qualifications and expected pay for each.

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| --- | --- | --- | --- | --- |
| Position | Job Description | Quantity | Qualifications | Expected Pay |
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