

# Fire Up! Your Employees

## *Chapter 4: Find the Right Employees – Develop a Robust Sourcing Strategy*

### Exercises:



Complete a ***Role Sourcing Strategy worksheet*** for the Talent Matrix (role) you created in Chapter 3. Consider completing this exercise with your team to solicit their input about the conventional and non-conventional locations to source this particular role (not only will this add more options to consider, but to be included in this process is very empowering for employees). Define the role of your employees in helping to locate the talent for this role. Consider completing this process for other roles in the organization using the additional blank Talent Matrix provided in this pack.

Creating an Action Plan is a critical component of implementing the Fire Up! Process. To access the Action Plan that has been created for *Fire Up! Your Employees and Smoke Your Competition*, click on the Action Plan link from the Beyond the Book page. You will add your action items from each chapter to this master Action Plan.

**Create your action plan for this chapter including how you will include the Role Sourcing Strategy worksheet as a tool to locate the right talent and create a pipeline of talent for the future.**

## Role Sourcing Strategy Worksheet

**Open Job/Role:** \_\_\_\_\_

**Reports to:** \_\_\_\_\_

**Date position needs to be filled:** \_\_\_\_\_

Attach Talent Matrix for this Job/Role

- Identify the most critical 3 role performance talents.
- Identify the most critical team talent.
- Identify the critical skills and experience.

### Talents:

For the three most significant **Performance Talents**, what are likely locations to find candidates who exhibit these talents?

Talent 1: \_\_\_\_\_

Locations to source this talent:

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Talent 2: \_\_\_\_\_

Locations to source this talent:

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Talent 3: \_\_\_\_\_

Locations to source this talent:

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For the most significant **Team Talent**, what are likely locations to find candidates who exhibit this talent?

Talent 1: \_\_\_\_\_

Locations to source this talent:

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# Role Sourcing Strategy Worksheet

## **Skills and Experience:**

What unusual skill or experience is critical for this role and is required for hiring?  
Where can you source these skills and experience?

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## **Recruiting Plan:**

Based on the talents, skills and experience required, and the locations where these attributes exist, create the recruiting plan to locate ideal candidates:

What conventional methods will be used to attract and locate candidates?

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What unconventional methods will be used to attract and locate candidates?

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Identify employee participation in this recruiting process:

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# Talent Matrix

Job/Role: \_\_\_\_\_

The Talent Matrix summarizes the recommended talents, skills and experience needed for each job or role. First identify the four critical **Performance Talents** required to successfully perform this job/role. Next, identify two **Team Talents** that this candidate will need to exhibit to fit well into the team, department or organization. Finally, complete the suggested **Skills and Experience** needed to be successful in this role. Note that this will create the information you need to evaluate existing employees and to assess candidates. Remember that not all employees or candidates will possess all talents; identify the importance of each talent, skill and experience below (5 most important - 1 least important); this will facilitate your evaluation process. Complete this for each role in the organization.

<b>Performance Talents for this role:</b>	<b>Rank:</b> (5 = most important - 1= least important)
1.	
2.	
3.	
4.	
<b>Team Talents:</b>	
1.	
2.	
<b>Skills and Experience:</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	