

THE BENEFITS OF A GOOD HIRING SYSTEM – STRATEGIES TO ATTRACT AND RETAIN TALENT

Josh Dorcey

JOSH DORCEY

ATTORNEY & ADJUNCT PRACTICE ADVISOR

- Josh Dorcey is the founder and managing partner of Dorcey Law Firm, PLC, a Florida based firm focusing on Estate Planning, Business Planning, and Asset Protection
- Josh has been a part of Atticus since 2013 and is an Adjunct Practice Advisor coaching other attorneys. Atticus has provided Josh a place for growth, inspiration, and accountability
- Josh loves the great outdoors and can be found relaxing on a body of water and enjoying time with his beautiful wife and two daughters



THE COST OF A POOR HIRING SYSTEM

What Are The Costs To Your Firm?



THE BENEFITS OF A GOOD STAFFING SYSTEM



Focus on best and highest use of time

Leverage

Build a system not dependent upon **YOU**

ALWAYS REMEMBER THE 3 C'S

Competency

Chemistry

Character

4 STRATEGIES

Decide on Level of Staff Needed	Recruit
Interview & Test	Orient & Motivate

Top 3 Insights

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Current Labor Pool

1. Poor work habits
2. Poor grammar
3. Entitlement attitudes

Current Labor Pool

Assess your team, (1 – 10)

Championship Team

What are the attributes of a Championship team?

Cost of a Poor Hiring System

- Poor Client Service
- Turnover
- Lost revenue
- Time- headaches
- Good players get dumped on

Golden Rule of Staffing

Hire Slow – Fire Fast!

Hiring is always a Crapshoot!

- Without a system . . . 25%
- With a system . . . 75%

3 C's

Competency

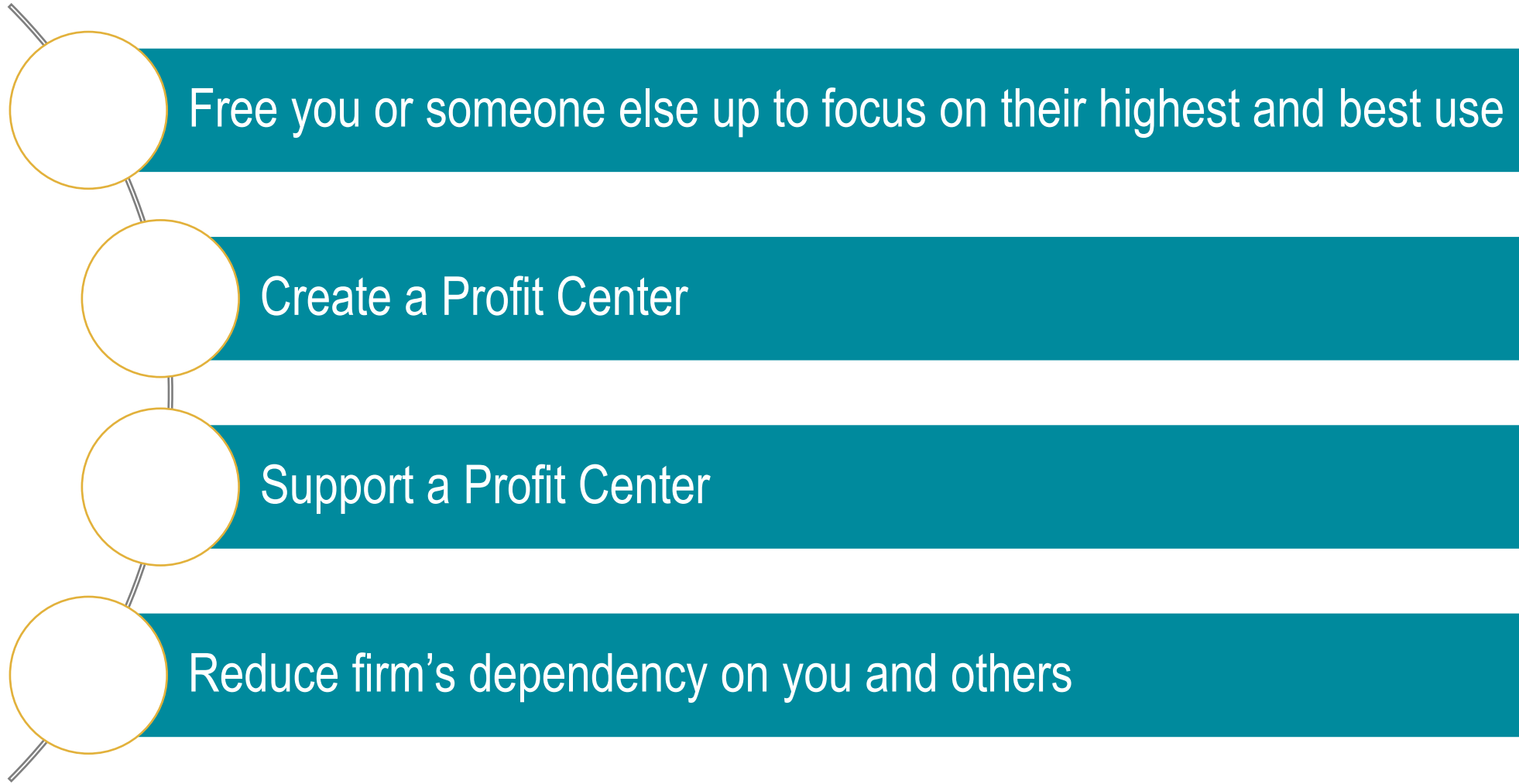
Chemistry

Character

Top 3 Actions

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PRIMARY REASONS TO HIRE?



STRATEGY 1

Decide on Level of Staff Needed



Identify the need
(Division of Functions
Worksheet)

Do you already have
someone on the team
who could do the job

What is the lowest
level of competency
needed

BEFORE YOU HIRE

What traits are you hiring?

- People, Detail or Task Oriented
- Level of Competency (full, half-full, or empty bucket)
- Personality Fit to the Work (DISC)
- What are your expectations

FOUR DIMENSIONS OF NORMAL BEHAVIOR

DOMINANCE ("D" Factor)

How you handle
problems and
challenges

INFLUENCE ("I" Factor):

How you handle
people and
influence others

STEADINESS ("S" Factor):

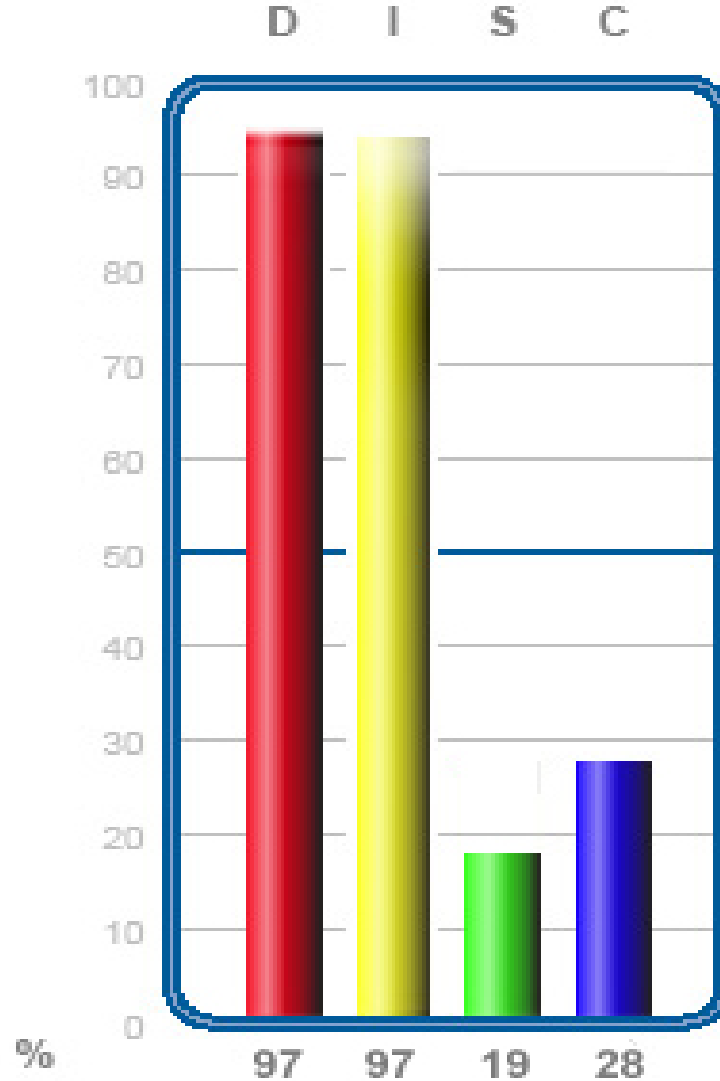
How you handle
change and pace
yourself

COMPLIANCE ("C" Factor):

How you handle
rules and
procedures set
by others

THE FOUR DIMENSIONS OF DISC

DISC Defined



D = Dominance

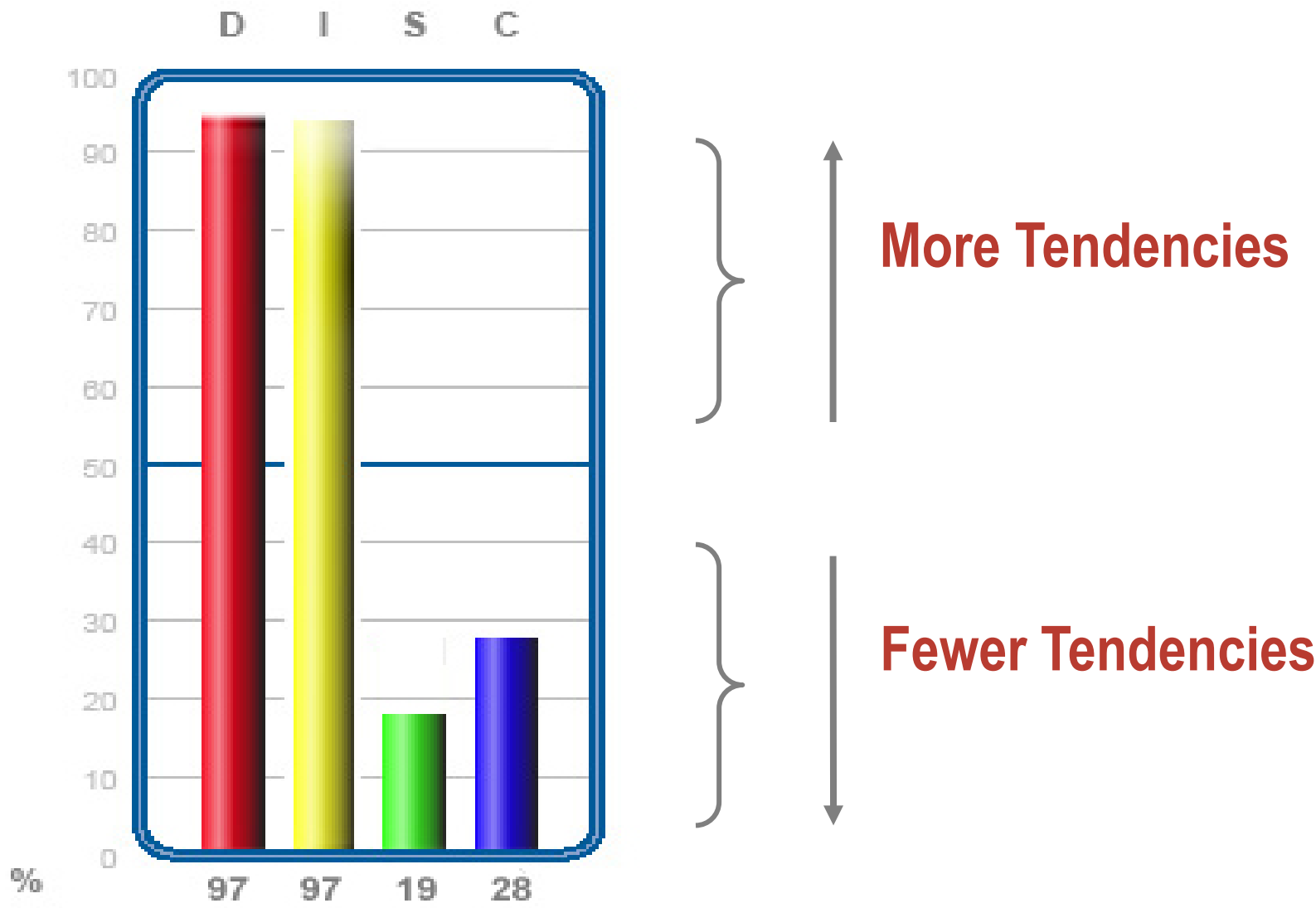
I = Influence

S = Steadiness

C = Competence & Conscientiousness

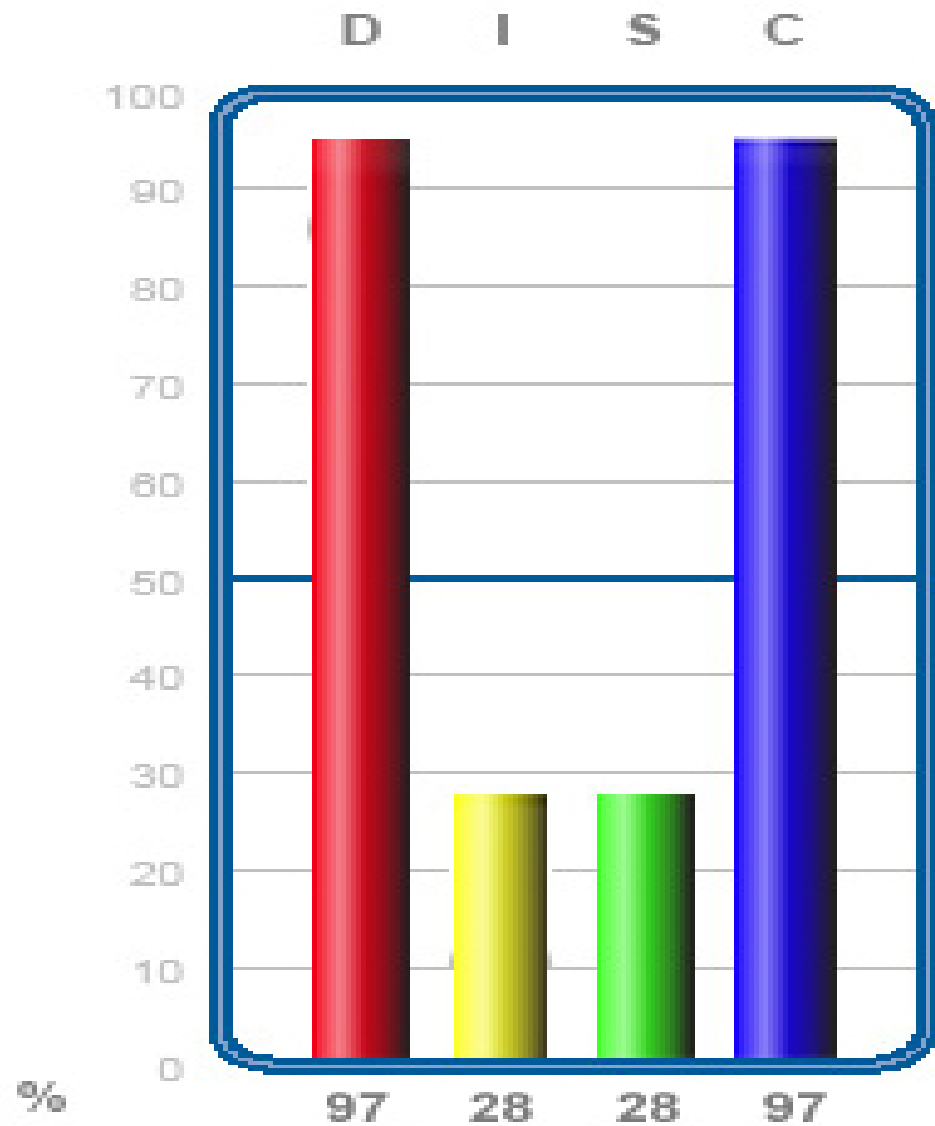
DISC TENDENCIES | DI

DISC DEFINED



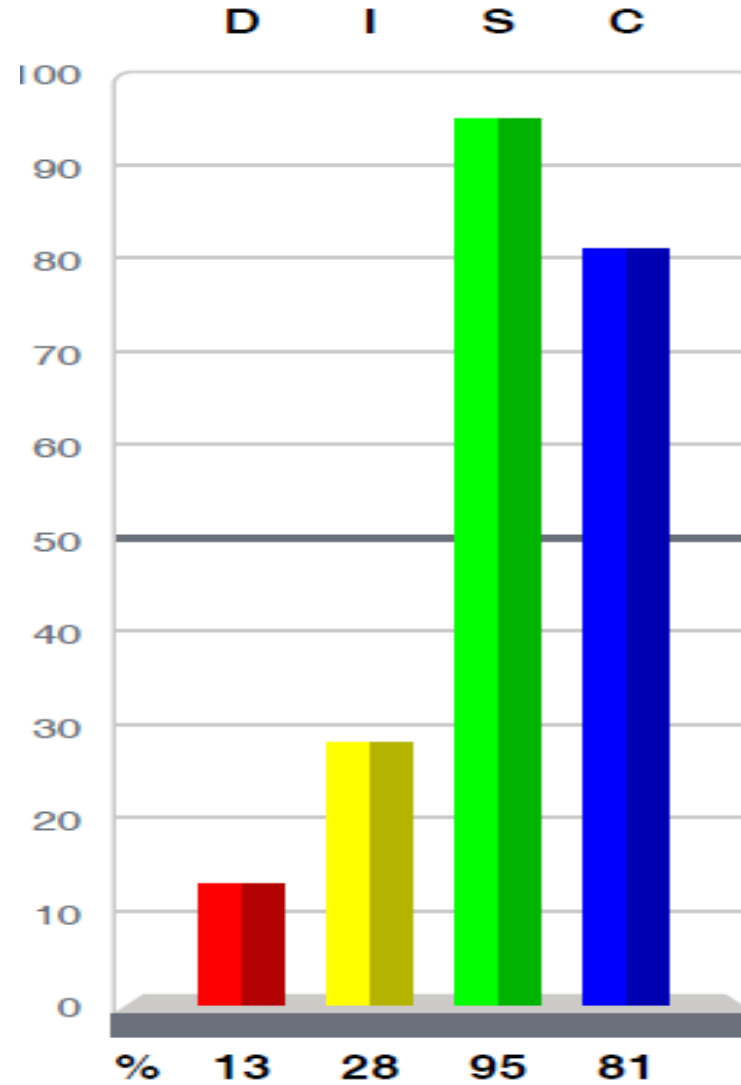
DISC TENDENCIES | DC

DISC DEFINED



DISC TENDENCIES | SC

DISC DEFINED





WOULD YOU WORK YOUR FIRM?

What PERKs do you offer?

PERK = PERSONNEL ENTICEMENT & RETENTION KIT

Your PERKs are the sum total of everything your people experience and receive as part of your team.

What's in your kit?

WHAT ARE PEOPLE LOOKING FOR?

- ✓ **Interesting, challenging work** **59%**
- ✓ **Work-life balance** **51%**
- ✓ **Company is well-managed** **48%**
- ✓ **Work to feel passionate about** **45%**
- ✓ **Compatible culture and values** **39%**
- ✓ **High pay** **26%**

Source: McKinsey & Company's War for Talent Survey, middle and senior managers

4 STRATEGIES

Decide on Level of Staff Needed Identify the need. (Division of Functions Worksheet) Do you already have someone on the team who could do the job? What is the lowest level of competency needed?	Recruit
Interview & Test	Orient & Motivate
Top 3 Insights	

Current Labor Pool	Championship Team
<ul style="list-style-type: none">• Poor work habits• Poor grammar• Entitlement attitudes	Proactive Competent Show up on time No drama
Current Labor Pool	
Assess your team, (1 – 10)	
Top 3 Actions	

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STRATEGY 2

RECRUIT





How do great law firms build great teams when they don't have the time to search for and screen the best candidates?

They let Atticus do the heavy lifting

Take the time-consuming aspects of employee search **off your plate** and replace apprehension with the certainty that you are hiring the **best team members with the best fit**.

Our team will

- Develop the job description
- Run advertisements
- Screen applicants
- Schedule appointments
- Assess candidates



THREE LEVELS OF SERVICE

We offer a Basic search option, as well as Standard and Deluxe options that give you more advanced screening of candidates.

SERVICE	BASIC \$1,495	STANDARD \$1,995	DELUXE \$2,495
Initial position review and consultation	▼	▼	▼
Creation of ad for approval	▼	▼	▼
Posting ad	▼	▼	▼
Reviewing and screening up to 150 resumes	▼	▼	▼
Periodic status updates on candidates	▼	▼	▼
Basic skill testing and assessment tools provided to the firm	▼	▼	▼
Phone screening interviews with up to 10 candidates		▼	▼
Scheduling in person appointments			▼
Reference check for top candidates			▼
Three DISC assessments for use during the hiring process			▼

THE CURRENT LABOR POOL

What's out there?

1/3 - Unemployable

1/3 - Unhappy in current position, but not actively looking.

1/3 - Satisfied and not looking

Who are you seeing when you advertise?

REVIEW RESUMES

	Ask for and review cover letters
	Spelling and grammatical errors
	Frequent job changes (“Bus Schedule”)
	Gaps in employment
	Yes / No / Maybe

4 STRATEGIES

<p>Decide on Level of Staff Needed</p> <p>Identify the need. (Division of Functions Worksheet)</p> <p>Do you already have someone on the team who could do the job?</p> <p>What is the lowest level of competency needed?</p>	<p>Recruit</p> <ul style="list-style-type: none">• Ads• Recruiter / Headhunter• Temporary Placement Service• Engage Your Staff & Personal Network - "Bounty"• Website / Social Media
<p>Interview & Test</p>	<p>Orient & Motivate</p>
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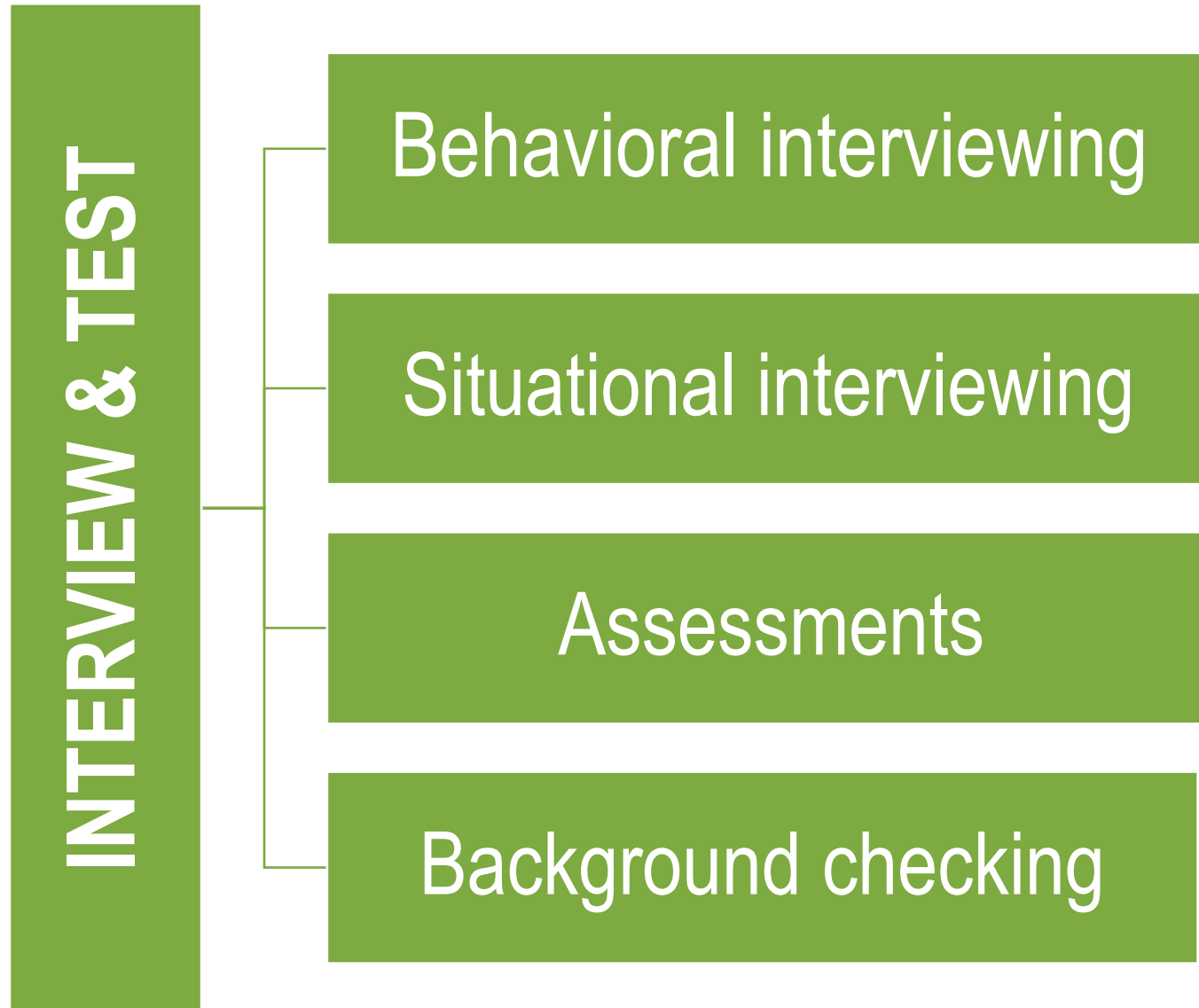
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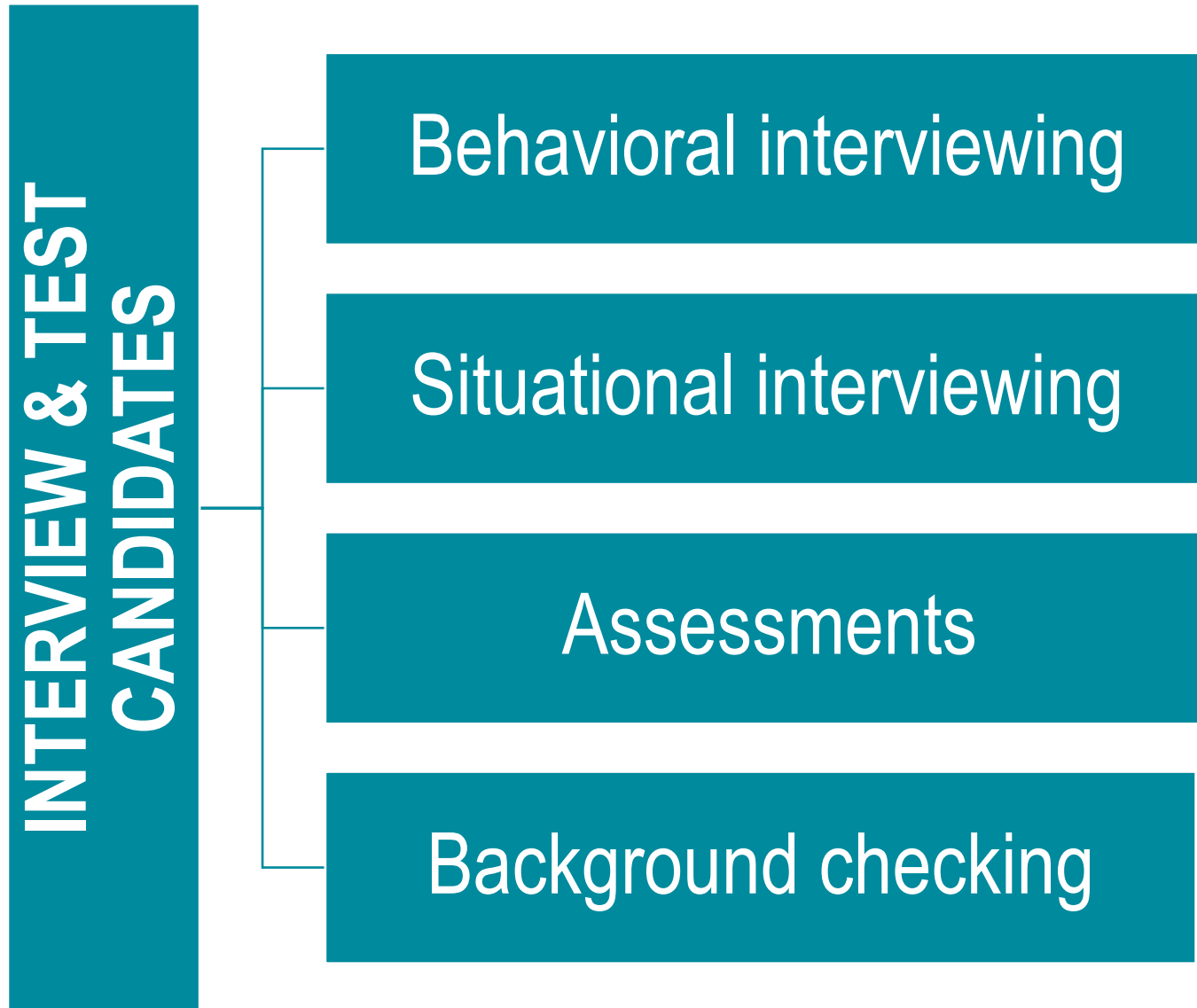
3 C's

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STRATEGY 3



INTERVIEW AND TEST CANDIDATES



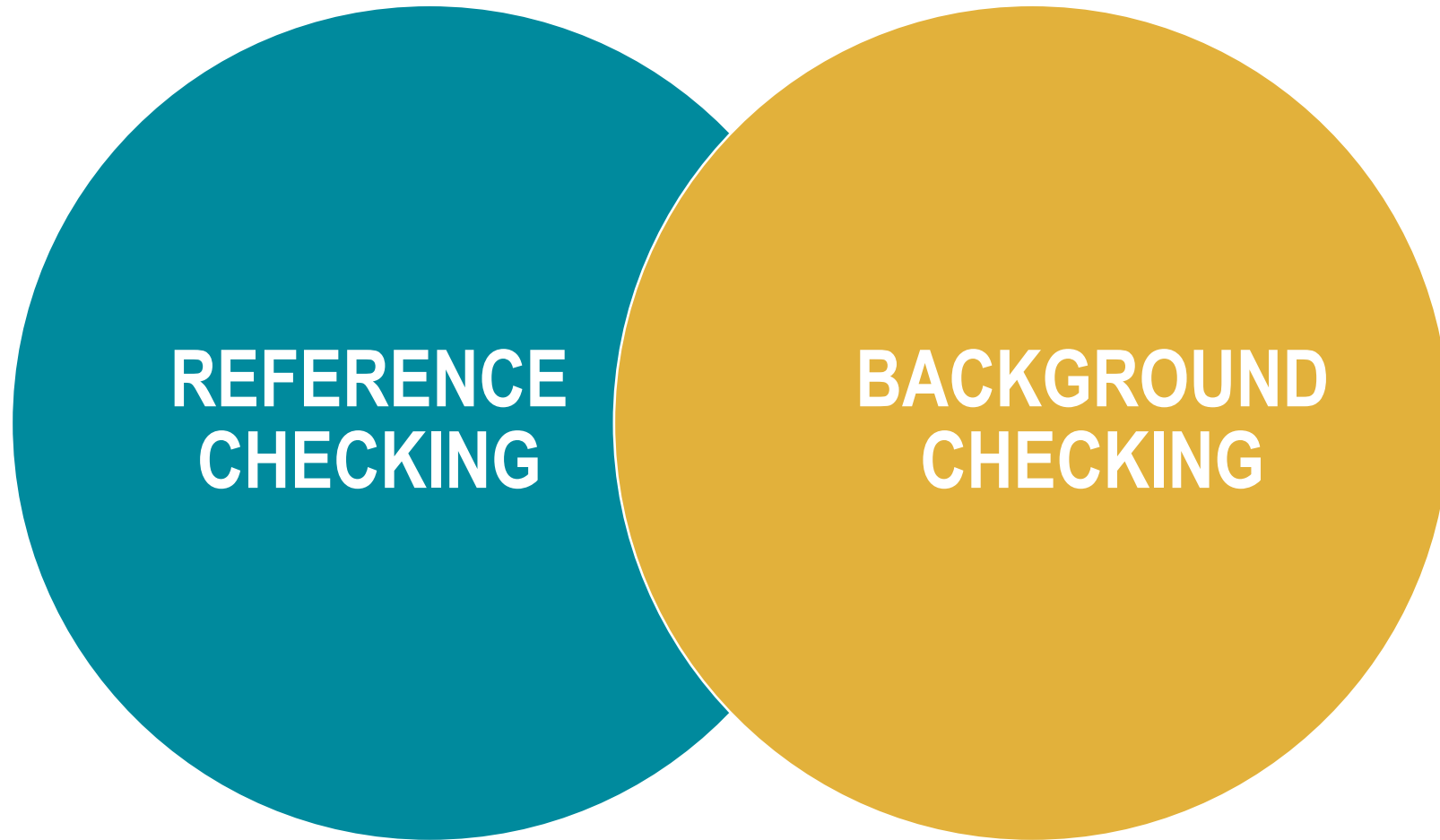
BEHAVIORAL INTERVIEWING

- Open Ended Questions
- Competency / Requirement Driven
(Tell me about..., How?, When?)
- Multiple Interviewers
- Rating Sheet
- Multiple Rounds

SITUATIONAL INTERVIEWING

- Ask for writing samples
- Have candidates create a writing sample during the interview
- Have candidates prepare a draft document during the interview
- Use skills tests for grammar, proofreading, filing, attention to detail

BACKGROUND CHECKING



4 STRATEGIES

<h2>Decide on Level of Staff Needed</h2> <p>Identify the need. (Division of Functions Worksheet)</p> <p>Do you already have someone on the team who could do the job?</p> <p>What is the lowest level of competency needed?</p>	<h2>Recruit</h2> <ul style="list-style-type: none">• Ads• Recruiter / Headhunter• Temporary Placement Service• Engage Your Staff & Personal Network - “Bounty”• Website / Social Media			
<h2>Interview & Test</h2> <p>Behavioral interviewing</p> <p>Situational interviewing</p> <p>Assessments</p> <p>Background checking</p>	<h2>Orient & Motivate</h2>			
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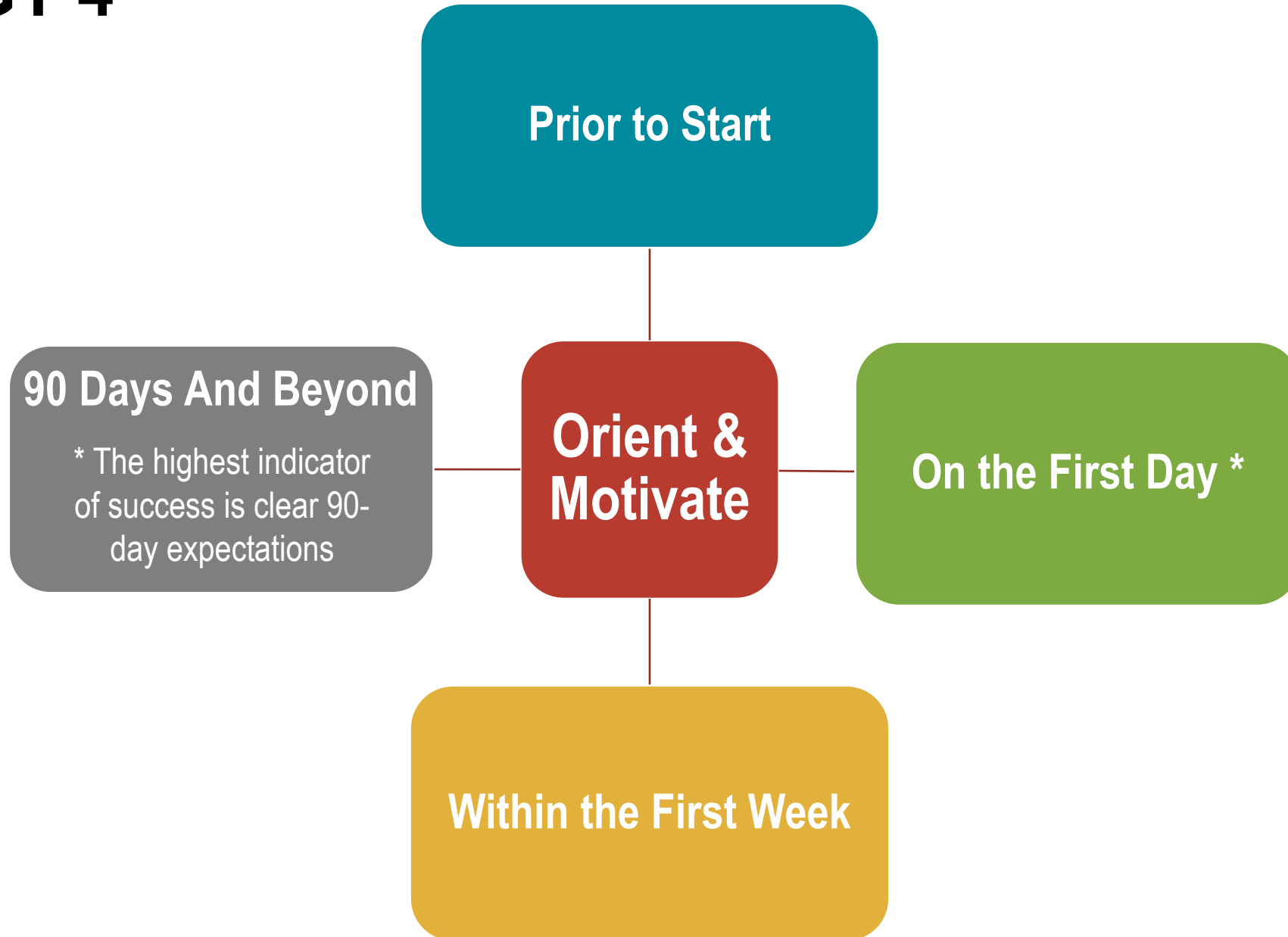
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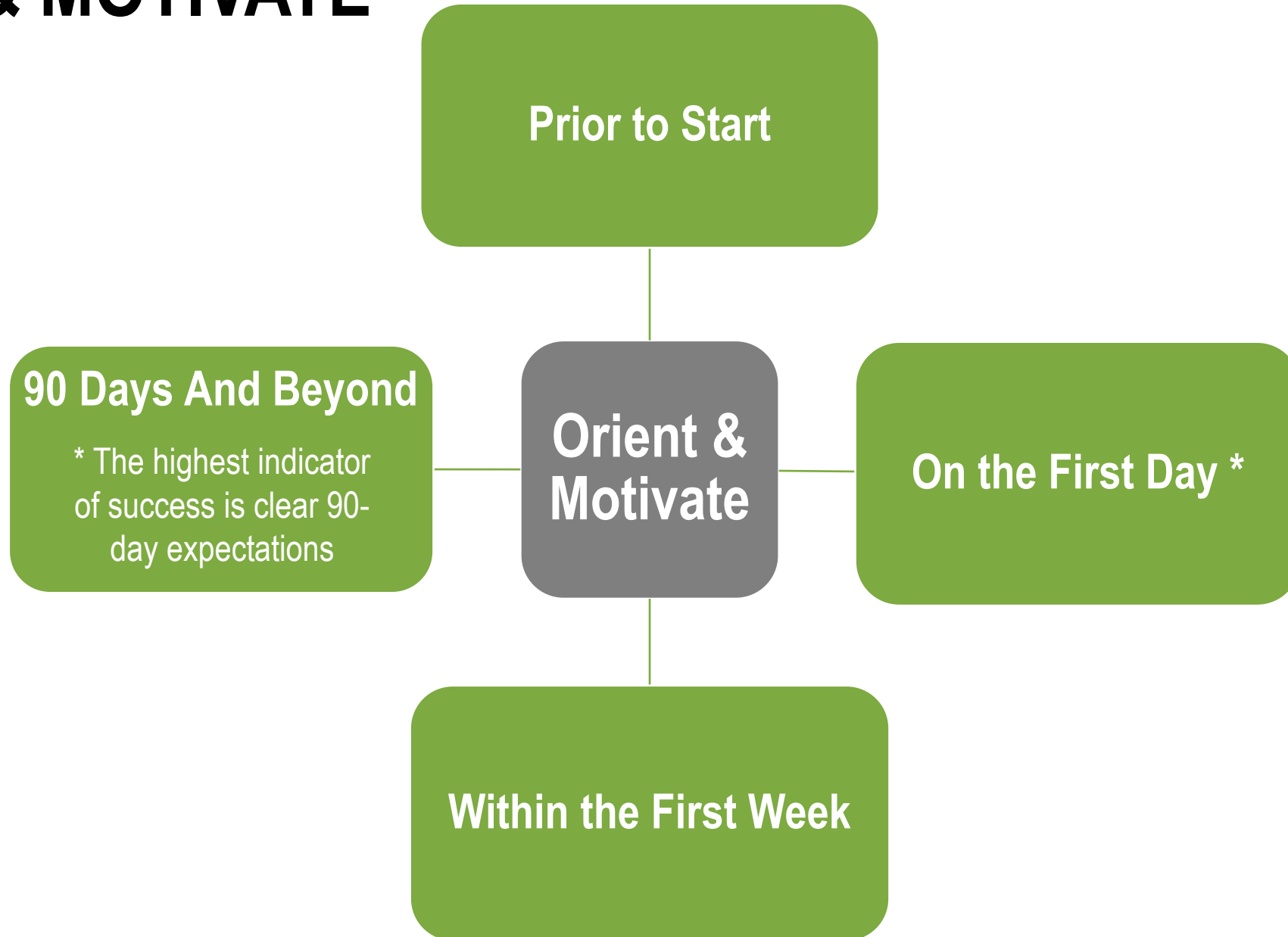
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STRATEGY 4



ORIENT & MOTIVATE



ORIENTATION & TRAINING THE FIRST 90 DAYS

Day-to-day Manager Conducts Mini-reviews

- At end of weeks 1,2,4,6,8 & 12
- Gradually more substantive
- Starts with the “Parental check-in call”
- Culminates with a full-blown, written review

WHAT MOTIVATES EMPLOYEES

- Receiving personalized rewards
- Clear expectations
- Support / materials to complete their work
- Praise for good work
- Productive communication
- Working with other good workers
- A manager who listens, cares and responds
- Compensation and benefits

ONGOING DEVELOPMENT AND PERFORMANCE TRACKING

Acknowledge & affirm your best team members.

What would cause you to leave the company in the next two years?

- Better wealth-creation opportunities elsewhere **67%**
- Don't feel valued **65%**
- Insufficient reward or recognition **65%**

Source: McKinsey & Company's War for Talent Survey, middle and senior managers

ONGOING DEVELOPMENT / PERFORMANCE TRACKING



Commit to development at all levels



Stretch job's boundaries



Provide ongoing coaching / feedback



Ask, ask, ask and listen

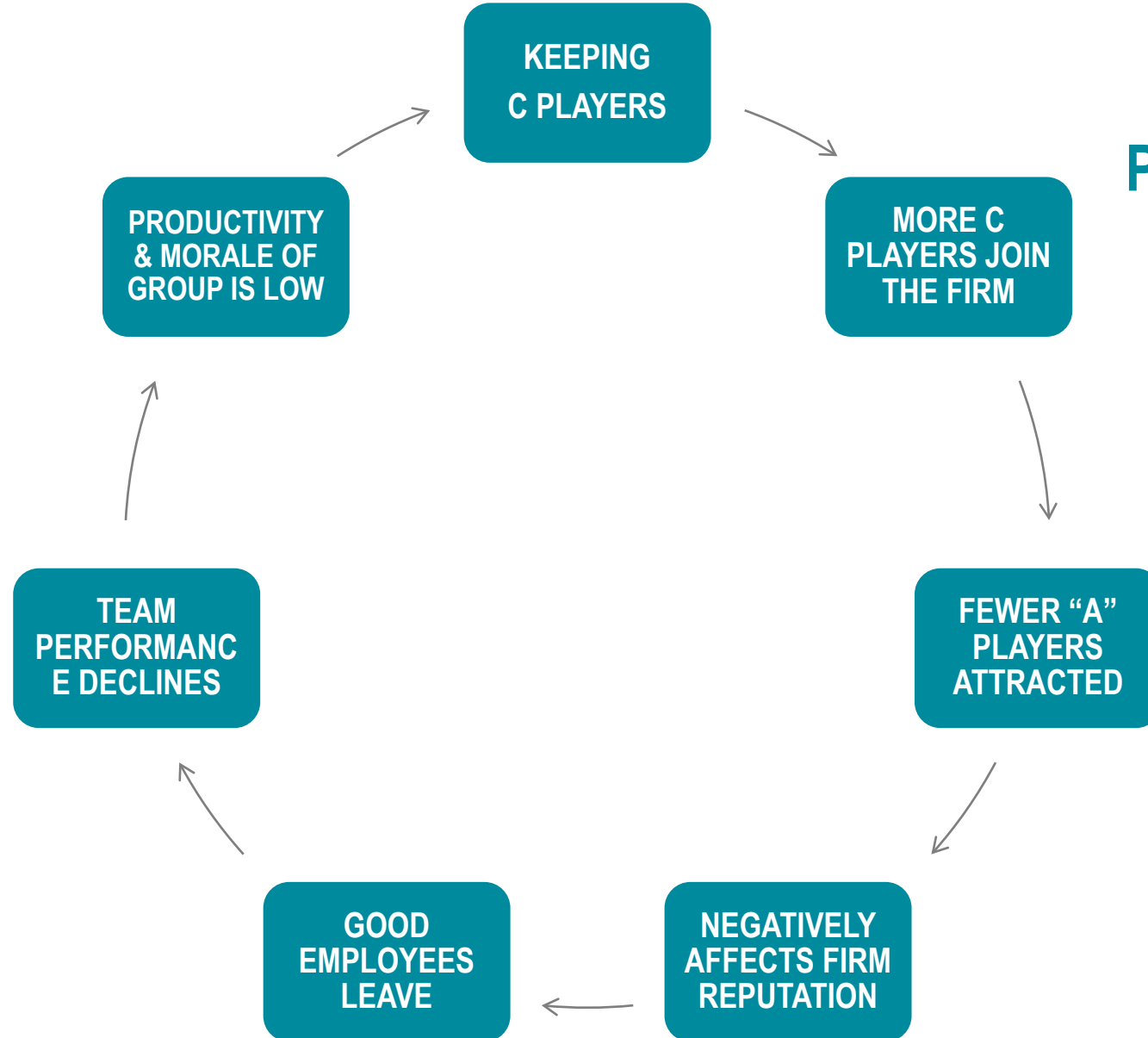


Conduct performance reviews

ONGOING DEVELOPMENT / PERFORMANCE TRACKING

- Document accomplishments and contributions
- Conduct performance appraisals at least annually – preferably once per quarter
- Use standard evaluations
- Have team members complete a self-evaluation
- Create written performance expectations & plans

THE VICIOUS CYCLE OF POOR HIRING™



**Fire Fast!
Quickly,
Professionally, and
Compassionately**

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UPDATE YOUR WORKSHEET!

Top 3 Insights		

UPDATE YOUR WORKSHEET!

Top 3 Actions		

UPCOMING WORKSHOP AND STAYING CONNECTED



“THE BILLABLE HOUR LAW FIRM
WORKSHOP – IMPLEMENTING
GROWTH STRATEGIES TO
MAXIMIZE PROFITS”

April 27th, 2023, 2:00-3:30pm ET

- Register at:
<https://atticusadvantage.com/what-we-do/workshops/>
- At check-out enter “**HALFBILLABLEHOUR**” to get ½ off registration for the workshop

Thank You!



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Great Practice. Great Life.