



# Roadmap TO HIRING SUCCESS



## THE LEGAL STUFF

Make sure you are set up legally to hire employees (Chapters 7 & 8 of [Getting Started In Your Cleaning Business: Step-By-Step](#))

Decide if you will do payroll in-house or will hire a service to do it for you

Watch the [Roadmap to Hiring Success Webinar](#)

Determine your needs and write [job descriptions](#)

Determine your pay scale



## BEFORE YOU START RECRUITING

Watch the webinar: [Pro Recruiting Tips for Finding Good Employees Faster](#)

You want outstanding employees so [write an outstanding ad!](#) (see pages 9 – 13)

[Get the word out](#) (see pages 2 – 8).

Tell your best employees, post on job sites and social media, tell friends, family, colleagues and networking buddies.



## RECRUITING EMPLOYEES

Email and phone screening first. Invite viable candidates to an in-person interview.

Consider “Open Hours” interviewing and nights and weekends interview blocks.

In-person interviews – [ask the right questions and use a rating tool](#) to consistently rate each candidate.

Check references and make your offer.



## INTERVIEW CANDIDATES

Hiring success doesn't end with hiring the right people. If you fail at onboarding and training, you'll lose your best people.

Watch the webinar: [Effective Onboarding for Cleaning Companies](#)

Use the 4 “C’s” of Onboarding (Culture, Clarification, Compliance, Connection)

Use the right [Onboarding Checklist](#)

Follow up with the right questions at 30-60-90 days



## ONBOARDING NEW EMPLOYEES

The **Janitorial** Store

866-862-8608 • [TheJanitorialStore.com](#)

Copyright The Janitorial Store. All Rights Reserved.