

BancSearch, Inc.™

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Executive Search Consultants to the Financial Services Industry

Processes And Procedures Matter

In a growing business, there are many challenges. One such challenge is putting together manuals that outline new processes and procedures in the company. Not just the putting together of the actual manual, but getting a working system in place is difficult.

It is very important that as your business grows, you implement new ways of doing business. There is no way to keep working things the same way you used to when the volume of business changes.

Here are some things you need to consider when putting together procedures for your business.

What is the Employee's Role?

Employees must understand their role in the process in order to be efficient in the business.

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Do you have effective processes and procedures in place?

Customized Hiring Simulations: 4 Benefits You Need To Know

During the holiday months, many businesses are hiring for seasonal help. This is the time when you will bring in those that will get you through the season and possibly stay on in a long term role.

Even if you know exactly what you are looking for in a candidate, how do you know that they will perform well with

your current staff? This is one of the biggest worries of hiring managers. Picking the person that you think is perfect, only to find out they do not fit well with the existing team.

Simulation Tests Are On The Rise

Many companies are choosing to give their potential candidates a simulation test that is customized to their specific jobs within the company. These tests are not the same as figuring out a person's skillset as much as they will determine how the individual will respond in real situations.

Why should your company consider using these types of tests? Here are the top 4 benefits to customized simulation tests.

Prove to Be Accurate

These tests have been proven to be more accurate at determining if a candidate is right for your company then just going through the interview process.

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When they have no idea what part they play, they will waste a lot of time aimlessly wandering around waiting for the next step.

Processes and procedures need to clearly outline what each person on the team is expected to do. It is also helpful that everyone in the company has an understanding of what their team members' roles are.



Who Does the Employee Report To?

As part of the process and procedures of your business, it should be made very clear who each person reports to. There needs to be a well-established feedback loop that allows staffers to communicate their problems. This allows the management team to dole out resources and brainstorm ways to solve the problem.

Employees Need to Be a Part of Creating the Process

There is no way for one person to understand all of the problems that are being faced in the company on a daily basis. It is important that each employee helps to create the process and procedures for their position. They have firsthand working knowledge of how things work and issues that arise with the existing procedures.

It is important that you keep up the pace when it comes to developing procedures in the business. This is an aspect of running a company that must be re-evaluated on a regular basis.

We would love to hear your comments. Please contact us today! ♦

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**“To IMPROVE
is to CHANGE;
To be PERFECT is to
CHANGE OFTEN.”**

~ Winston Churchill

Continued from page one – **Hiring Simulations**

Many people have the ability to ace an interview because of their interpersonal skills. However, that does not show you how they think or process problems.

Greatly Reduces Bias

One of the biggest problems that hiring managers deal with is not hiring based off of bias towards a candidate. These tests help to eliminate a lot of that, because you won't base the decision off of past experiences, or other reasons. Instead, you can use the test results to help determine if they will work well in your business.



Helps the Candidate Understand the Business

Not only are you interviewing a potential candidate, but they are also interviewing your business. For them to take these job specific tests, they will get a feel of whether or not your company is right for them. It is ok to admit that a job isn't the right place for you to be.

Give You a Chance to See Their Skills In Action

As an employer, you will see their skills in action before you hire them on. It is a great way to know how they will handle the situations that arise in the day-to-day operations of the job. This is one of the most effective ways to test a candidate out without bringing them on for a working interview.

Giving this test is highly beneficial to all those that are involved.

We can help you with your hiring. Contact us today! ♦

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**“ASK YOURSELF IF WHAT YOU'RE DOING
TODAY IS GETTING YOU CLOSER TO WHERE
YOU WANT TO BE TOMORROW.”**

Starting Off The New Year: Implementing New Year Goals

New Year's is the time when goal-setting permeates our work life, home life and even the entertainment and social media arenas. We get the chance to reflect on the last year and set goals that will launch us into a fresh start and new beginning.

While setting goals is important, we often forget them just a few months into the year. Making goals is the easy part; developing plans and implementation is far more difficult for any business.

4 Tips to Actually Implement New Year Goals



- 1) **Document Your Goals** – Write your goals down. This first step should not be skipped. Be as detailed as you want but get your thoughts down on paper. How can you implement something that is a hazy thought from months ago that you sort of mulled over for a while. You can't implement what you don't have set as a clearly written out and defined goal.
- 2) **Set Benchmarks** – Your goals need to be measurable. The best way to pull this off is to set benchmarks. Your company can track progress via a goal board, spreadsheet, announcements or some other method. However, you need to set goals that can be measured success wise throughout the year. Benchmarks will enable you to track how far you've come and where you need to be.
- 3) **Celebrations and Rewards** – If you want to help your company with goal implementation, you may need to provide an occasional incentive. When your team hits their benchmarks, celebrate with them. You could buy your team lunch, take them to coffee or let them leave a little early on Friday.
Also, consider providing a small reward or bonus to spur your team onward with the company's goal and vision. Appreciation, praise and a pat on the back shouldn't be underestimated either. You'll need everyone on board to implement your business goals and a little encouragement is beneficial for both you and your staff.
- 4) **Teams Buy In** – If you want to see your goals become a reality, you must get your teams buy in. Let them help set the company's goals. Ask them for feedback on your vision. You will see that it's easier to have your goals implemented if everyone is on board with the plan.

Establishing goals is necessary for any business. As the New Year approaches, be sure to set goals that can be tracked, celebrated, and are reasonable to those that help you carry them to completion. ♦

“A goal without a plan is just a wish.” ~ Unknown

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One Minute Ideas

December 2016 Observances

Click on a link for more info...

Dec 7 – Wednesday [Pearl Harbor Remembrance Day](#) Observance

Dec 12 – Monday [The Prophet's Birthday](#) Muslim

Dec 13 – Tuesday [National Guard Birthday](#) Observance

Dec 17 – Saturday [Wright Brothers Day](#) Observance

Dec 21 – Wednesday [December Solstice](#) Season

Dec 24 – Saturday [Christmas Eve](#) Observance, Christian

Dec 25 – Sunday [Chanukah/Hanukkah](#) (first day) Jewish holiday

Dec 25 – Sunday [Christmas Day](#) Federal Holiday

Dec 26 – Monday [Kwanzaa](#) (until Jan 1) Observance

Dec 26 – Monday Christmas Day observed Federal Holiday ♦

Source: www.DateandTime.com



Seasons Greetings

Wishing you Happy Holidays and a New Year filled with prosperity and success!

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Exceptional Leaders Are Aware Of Their Strengths And Limitations

Exceptional Leaders are able to accurately assess themselves. They are not in self-denial about either their strengths or their limitations. They are open to feedback and set up systems to ensure that they have accurate information about themselves and their leadership effectiveness.

Armed with information about their strengths and weaknesses, they hire people to complement and strengthen their leadership competencies.

They also look for ways to enhance their leadership capability. They are in a continuous learning 'mode' about themselves and the external world.

Thought Provoker

- ✓ Do you really have a deep and clear understanding of your values?
- ✓ Do you know how you are coming across in a particularly important situation?
- ✓ Are you able to practice self-observance?
- ✓ Have you ever asked a confidant to give you informal feedback about how you performed in a meeting?
- ✓ Have you set up feedback systems, such as a 360-degree process to get feedback from others?
- ✓ Are you on a path of development, knowing what you need to improve?



Exceptional Leaders take the time needed to make sure that they are coming across to others as they intend to. They capitalize on their strengths and build organizational support in areas that are more of a challenge for them. ♦

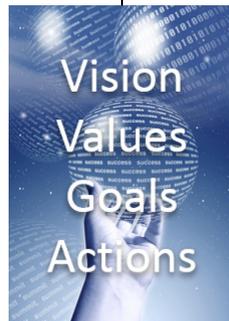
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Trying to Change? List Your Values

Like Many People, You May Feel Frustrated Trying To Change A Bad Habit. Sometimes people fail because they focus on the wrong reasons for changing.

Perhaps you've tried to get regular exercise but can never stick with it. It may be that your motivation to exercise is what's tripping you up. Maybe it's time to step back and reconsider your reasons for wanting to change.

Perhaps you are focused on exercising mainly as a way to lose weight. While this isn't a bad reason for changing, it may not be motivating enough to help you stick with it.



Instead, think about how getting regular exercise ties in with what you value most in life. Write down your list of values. It might include your family, your health and longevity and your self-esteem. Now focus on how exercise will help support those values. Exercise can help you live a longer life by lowering your risk for certain diseases. This means you'll be more likely to be around for your family for years to come.

Thinking about exercise - or any new healthy habit - in relation to your values may give you the motivation to stick with it. (To help you stay on track, post your list of values where you'll see it every day. There may not be a better motivator.)

Happy Holidays

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