

# SCORE CARD

for  
My Company's Health

Check YES or NO, to each of the following. Answer YES only if you ARE following these procedures for each and EVERY Employee, EVERY TIME you hire.

- Yes  No We have a job description / outline for every position including new hires with physical requirements and work environment conditions stated
- Yes  No We produce a "Pay Scale Range" and benefits package
- Yes  No We do team hiring
- Yes  No We require a minimum of THREE interviews
- Yes  No We do intelligence testing
- Yes  No We perform a Personality Test, for "Job Fit"
- Yes  No We do a "ProForm"
- Yes  No We perform "Jobs skills Tests"
- Yes  No We accompany ALL of our new hires for drug testing
- Yes  No We have a disciplined hiring and retaining culture in our company that we are totally satisfied with
- Yes  No We have programs in place for perpetual recruiting and hiring
- Yes  No We have programs in place for retaining good employees

Production Management: Session 2  
"Hiring and Retaining Production Employees"

**Here is your chance to take what you learned during this session and apply it to your own hiring procedures!**

Check YES or NO, to each of the following.  
Answer YES only if you **INTEND** to implement these procedures at your company for each and EVERY Employee, EVERY TIME you hire.

- Yes  No We **WILL** create a job description/outline for every position including new hires with physical requirements and work environment conditions stated
- Yes  No We **WILL** produce a "Pay Scale Range" and benefits package
- Yes  No We **WILL** begin team hiring
- Yes  No We **WILL** require a minimum of THREE interviews
- Yes  No We **WILL** conduct intelligence testing
- Yes  No We **WILL** perform a Personality Test, for "Job Fit"
- Yes  No We **WILL** do a "ProForm"
- Yes  No We **WILL** perform "Jobs skills Tests"
- Yes  No We **WILL** accompany ALL of our new hires for drug testing
- Yes  No We **WILL** have a disciplined hiring and retaining culture in our company that we are totally satisfied with
- Yes  No We **WILL** have programs in place for perpetual recruiting and hiring
- Yes  No We **WILL** have programs in place for retaining good employees