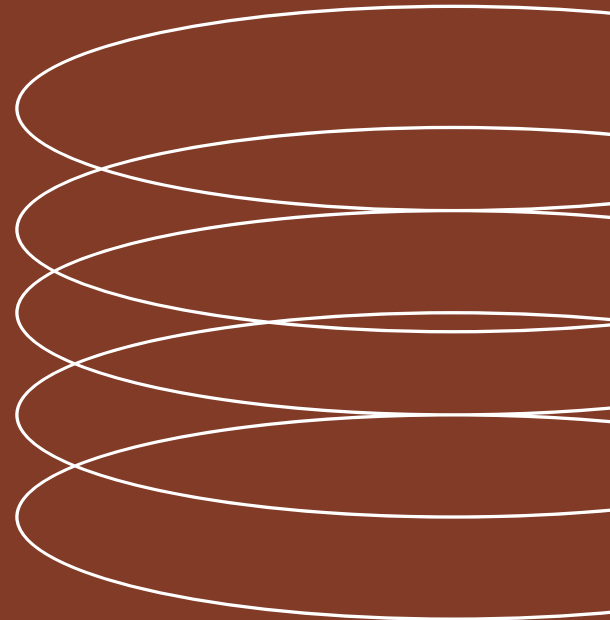




The Modern hiring blueprint



A simple, structured guide to writing better job descriptions, screening applicants with confidence, and onboarding smoothly.



Write job descriptions that attract the **right** people.

Hiring starts with clarity. A job post isn't just a list of tasks — it's an introduction to your company's personality, standards, and culture.

How to Write a Better Job Description

- ✓ Start with what success looks like.
What would a great first 90 days in this role look like?
- ✓ Use plain language.
Write like you talk to make it approachable and human.
- ✓ Highlight your values.
If you value creativity, flexibility, or accountability, say so directly.
- ✓ Be realistic and honest.
Don't list every possible skill. List what matters most.
- ✓ Keep it short.
One clear page is better than three confusing ones.

Mini Exercise: Think of one role you've struggled to hire for. How would you describe it if you were explaining it to a friend instead of a job board?

💡 **Pro Tip:** Replace “requirements” with “what success looks like.” It instantly changes the tone.

Screen for Skill and Fit



Great hires check both boxes — skill and fit.

What to Look for Beyond the Résumé

- Do they follow instructions in their application?
- Is their tone respectful and engaged?
- Do their answers align with your company's energy?
- Do they seem like they actually want this role — not just any job?


BETTER INTERVIEW QUESTIONS

Try these to learn how they think:

1. Tell me about a time you solved an unexpected problem.
2. What kind of environment helps you do your best work?
3. What does good communication look like to you?
4. How do you handle feedback or change?

Mini Exercise:

Write one question you'll start asking in every interview:

 Pro Tip: People reveal who they are in how they describe their last job — listen closely.

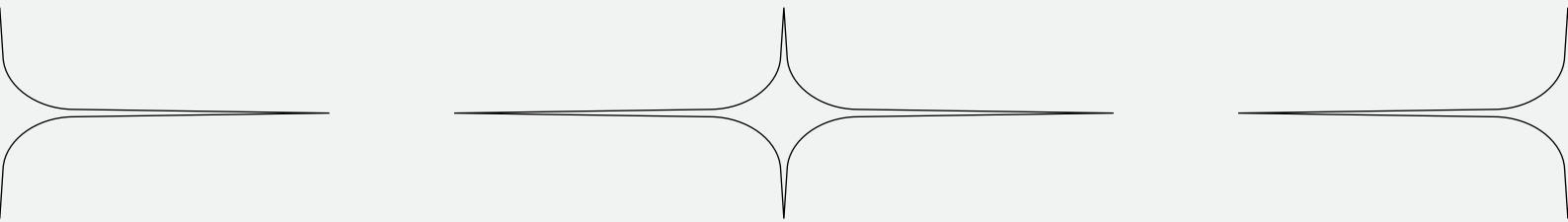
Onboard with Intention



Onboarding doesn't need to be complicated — just consistent. A structured welcome process helps new hires feel grounded, confident, and ready to contribute.


Onboarding Checklist

- Send a “Welcome” email before day one
- Share their first-week schedule or expectations
- Give them access to tools, systems, and contacts early
- Introduce them to your team or key partners
- Review company values or goals together
- Schedule a check-in at the end of week one



MINI EXERCISE:

List three things every new hire should know by their first Friday:

 Pro Tip: Clarity builds confidence. The more they understand your business, the better they’ll represent it.

Real Talk

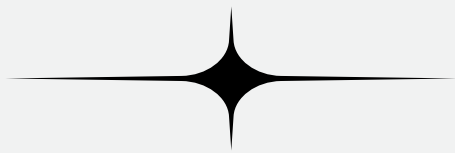
Hiring isn't about filling a seat. It's about building a team that moves with you.

If your hiring process feels messy, inconsistent, or overwhelming, you're not doing anything wrong - you just need structure.

When you have the right foundation in place, you'll:

- Hire faster
- Communicate better
- Retain employees longer
- Build a culture you're proud of

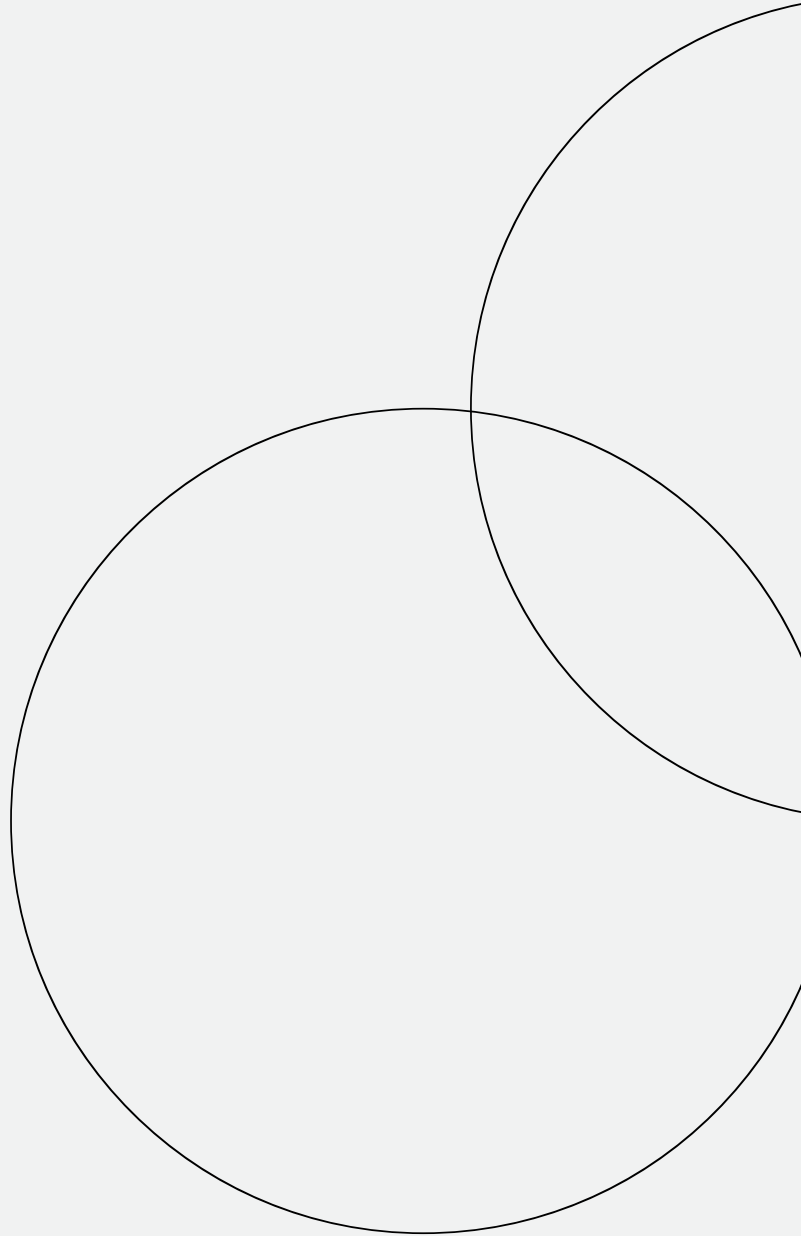
The Modern Hiring Blueprint helps you start with clarity. The Modern Office helps you bring it to life.



YOU DON'T HAVE TO HANDLE HIRING ALONE.

Through **Recruitment Assistance and HR Project-Based Services**, The Modern Office can help you:

- ✓ Write effective job descriptions
- ✓ Build your screening and interview system
- ✓ Create smooth onboarding processes that set new hires up for success



Ready for Expert Help?

Book your Hiring Support Consultation today.

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