

Hiring Toolkit

Interview Guide

Before you begin

1. Clearly define the roles and responsibilities for the open position(s).
2. Establish a realistic timeline for filling the position.
3. Develop a 90-day onboarding and training plan.
4. Publish the job listing with a focus on the role's core competencies.
5. Respond to applicants promptly and professionally.
6. Assign a mentor to support the onboarding of the new hire.

Interview

1. Use structured scorecards to guide interviews and evaluate candidates effectively
 - a. Fruit Expert Interview process
 - Scorecard
 - b. Contract Driver Interview process
 - Scorecard
 - c. Store Manager Interview process
 - Scorecard
2. Clearly communicate the responsibilities, work schedule, performance expectations, and compensation for the role.
3. Provide an overview of the onboarding timeline and training structure.
4. Outline potential career paths, professional development programs, and available incentives.
5. Review and compare scorecards to determine the best fit for the role.
6. Upon acceptance of the offer, initiate a background check process.

Onboarding

1. Provide the new hire 90-day plan and follow through on the check ins.
2. Ensure the mentor system is in place to support the trainee throughout the onboarding period.
3. Conduct regular progress check-ins and assess skill proficiency.
4. Complete 30-, 60-, and 90-day performance assessments to track alignment with job objectives.