

| DATE:       |    | CLIENT:     | Specks Recruiting                       |
|-------------|----|-------------|---|
| BY:         | LW | TITLE:      | Recruiting Hiring & Retaining Employees |
| PROOFED BY: | ME | READ STYLE: | Informational, Professional             |

| PROMPT / NOTES: | COPY:  |  |
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| Slide 1         | Slide 1:<br>Welcome to our first series of lessons on hiring and keeping employees   |  |
|                 | In this first lesson, we are going to dive into the details of hiring and keeping employees, specifically focusing on what the best way to hire and how to keep employees, best practices for scanning resumes, interviews and the best ways to retain employees for your specified business.  |  |
| Slide 2         | Our professional team are the heartbeat of our businesses. Getting and keeping team members is all about placing people in the right roles by focusing on the right opportunities with your company to see where they are best suited to serve others and your company. Choosing the right people is also about those who hold the vision and mission of the company at the forefront of all they do.  By looking closely at the best ways to hire and keep team members, we |  |
|                 | have to learn how to be efficient as well as effective to have a successful outcome to improve these best practices.  Let's jump in.   |  |