

## Hiring top 1% contractors (cheatsheet)

### Introduction:

As a consultant you don't want to do everything on your own. You want to clearly define your circle of competence and stick within it. Anything that falls outside of it, you should delegate to contractors. By delegating you will be able to stay focused in your "zone" and truly master your craft which will be beneficial for you and your clients. This cheatsheet shows you how to go about finding/hiring top 1% contractors. Start at step one and work through sequentially:

### Instructions:

1. The first step to hiring top 1% contractors is to know exactly what you're for. Before continuing with this process make sure you've completed the worksheet titled: "Circle of competence". This is available in Week Six, "Hiring top 1% contractors". Complete this worksheet before continuing to step two. If you have already completed this worksheet, proceed to step two.
2. Refer to question nine of the "Circle of competence" worksheet and look at your answer. You should have stated 1-5 job titles and ranked them in order of importance from 1 being most important to 5 being least important. The best thing to do when hiring contractors is to keep it simple, we do this by only looking for and hiring one contractor at a time.
3. You should start by looking for/hiring a contractor that can meet the job title you listed in the first priority position on your list. Make a commitment to finding/hiring this contractor before trying to hire the other ones, it's important to stay focused and hire people one at a time.
4. The next step is to write a clear "job description" for this particular position. This isn't a lame corporate sounding job description that you would find on a careers website. This description is simple, in plain english and it's only purpose is to clearly articulate what this job is, what skills are required and the specific tasks/duties are involved. We write this job description just as much for us as we do for the contractors. Most people go out with the intention to hire somebody but they never take the time to really think about what's involved. This always leads to bad hires and broken projects.
5. Open up a new Google Doc and start writing the job description for this particular role. If you need help or want to see an example, you can view [one here](#). (or use as template).
6. Once you have finished writing the job description, proceed to step seven.

7. Now that we have this role defined, it's time to start looking for contractors. The following list states the best places to look for contractors depending on the difficulty of the role:

Admin, assistant professions (low level): Local job boards, Craigslist, Upwork.

Specific skillsets/professions (mid level): Upwork.

Specific skillsets/professions (high level): Related FB groups, referrals, Google search.

8. If your position requires a low level of skill then you want to create job postings on local job boards, Craigslist and Upwork. Post your job ad on there and then wait 5-10 days for applications to come through before shortlisting and interviewing.
9. If your position requires a mid level of skill then you want to create a job posting on Upwork.com. Take the time to write your job ad well as this will determine the type of applicant you get. Once it's live wait for 5-10 days for applications to come through before shortlisting and interviewing.
10. If your position requires a high level of specialty or skill you are unlikely to find the right person using job boards, Craigslist or Upwork. You need to use grass roots methods to find these people. The best way to find them is to search on Facebook for groups associated to the particular skillset. Eg. "Facebook Advertising". Once you find the groups, join them and then post in there seeing if anybody is interested in working with you. Sometimes people will reach out to you directly otherwise people will point you in the right direction or tell you somebody else to talk to who might be able to help. Keep posting in different groups and starting conversations with different people and you will eventually find who you're looking for. This method is well worth the work/wait when you find the perfect contractor!
11. The best way to deal with applications is to leave the ad running for 5-10 days and then go through them all in one swoop. Don't be reactive and look at every individual application as it comes through. Wait 5-10 days and then work through them all quickly sorting them into an A/B pile. A being applications that look good and B being applications that look bad. Once you've sorted through all the applications, sort them again and again each time refining your selection until you're left with 5 applications. We call this your "shortlist".
12. Once you have your shortlist you want to set up interview times with all applicants. Message them saying that their application has been shortlisted and you now wish to interview them. Agree on a time, schedule it in and then hold it on Skype. Ask questions to do with the job requirements, their skills, background and challenge them with some difficult questions to see their response. Interview everyone on your shortlist and then refine the applications down to 1-3.

13. Once you have your shortlist down to 1-3 applicants it's time to test them with real life scenarios. Agree to pay them ½ price for the first piece of work and explain that it's a test. If they do good work, they will get paid in full for the project and work with you ongoing. However, if they don't pass the test they get to keep the ½ payment. This gives you the ability to test two people side-by-side with real life work/scenarios and see how they go.
14. Once you have a clear winner and you know which contractor you want to work with let them know and then setup the arrangements to begin working together. Congratulations on hiring your first top 1% contractor! The amount of time/work you put into hiring somebody good will pay back dividends for years and be an awesome investment.