



LESSON 2

YOUR PERSONAL ACTION PLAN: PUTTING IT ALL INTO PRACTICE

Introduction: From Learning to Doing

Knowledge is only powerful when it is put into action. The goal of this course was not just to teach you a new set of ideas, but to empower you to make real and lasting changes in your hiring practices. To that end, your final task in this course is to create a personal action plan. This is your roadmap for implementing what you have learned and for continuing your journey of growth and development as a hiring professional.

The 30-60-90 Day Action Plan Framework

We will use the same 30-60-90 day framework that we used for onboarding to structure your personal action plan.

The Next 30 Days: The Quick Wins

In the next 30 days, your goal is to implement a few “quick wins”—small, simple changes that will have an immediate impact on your hiring process.



Examples:

- Rewrite one of your current job descriptions using the 3-Part Formula.
- Create a structured interview guide for one of your open positions.
- Conduct a post-interview huddle for your next hiring decision.

The Next 60 Days: Building Momentum

In the next 60 days, your goal is to build on your initial success and to begin to implement more significant changes.

● Examples:

- Provide a half-day training session for your hiring managers on the SOAR method.
- Develop a new onboarding program for your department.
- Implement a new employee referral program.

The Next 90 Days: Driving Systemic Change

In the next 90 days, your goal is to begin to drive systemic change across your organization.

● Examples:

- Conduct a full audit of your organization's hiring process and present your recommendations to senior leadership.
- Partner with your HR department to implement a new, company-wide interviewer training program.
- Launch a new diversity and inclusion sourcing initiative.

Activity: Create Your Personal Action Plan

Take the next 15-20 minutes to create your own personal 30-60-90 day action plan. Be specific, be realistic, and be ambitious.

- What are the three to five most important things you will do in the next 90 days to improve your hiring practices?

Write down your plan and be prepared to share one of your 30-day goals with the group.
