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Brian Tracy

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Hiring and firing are hard to get rightmdash;and potentially costly to get wrong. Two of the most crucial tasks you

face as a manager, they are vital to both the success of the enterprise and your own career. No need to worry. This handy guide breaks down the simple but powerful strategies you can use to bring better employees on board and weed out the weaker ones. Featuring techniques that business expert Brian Tracy has identified as the most effective and that he himself employs, *Hiring Firing* reveals how you can:

- Write appealing and accurate job descriptions
- Find suitable candidates
- Use the Law of Three when interviewing
- Ask the right questions
- Probe past performance
- Listen for the questions that indicate interviewees are qualified and serious
- Dig deep when checking references
- Negotiate salary
- Start new employees off strong
- Provide clear direction and regular feedback
- Document performance problems
- De-hire gracefully
- Create an appropriate severance package
- And more

Hiring and firing are key to improving your team and reaching your goals. This indispensable little book helps you eliminate the guesswork and make the best decisions for your business.

"I look upon this series as a go to resource for tested and proven tools that I can use every day. Any business owner will be better with these books within reach." --Leadership Strategy From the Back Cover

Hiring and firing are hard to get right and costly to get wrong! Two of the most crucial tasks you face as a manager, they are vital to both the success of your company . . . and your own career. Featuring techniques that business expert Brian Tracy has identified as the most effective, this handy guide presents powerful strategies for how to:

- Find high-potential candidates
- Use the Law of Three when interviewing
- Ask the right questions
- Listen for the answers that indicate interviewees are qualified and serious
- Dig deep when checking references
- Negotiate salary
- Start new employees off strong
- Document performance problems
- Dismiss gracefully
- And more

This indispensable little book helps you eliminate the guesswork from hiring and firing to ensure you've got the best employees possible. About the Author **BRIAN TRACY** is a bestselling author and the Chairman and CEO of Brian Tracy International. One of the top business speakers and authorities in the world today, he has consulted for more than 1,000 companies and addressed more than 5,000,000 people in 5,000 talks and seminars worldwide.