

## Process 6: A Team-Building Process

Step #	Step	Done?
1.	Hire appropriate test team members.	<input type="checkbox"/>
1.A	Get permission to hire.	<input type="checkbox"/>
1.B	Define and advertise the position.	<input type="checkbox"/>
1.C	Gather and screen candidates, based on their resumes and phone interviews, eliminating unqualified or undesirable candidates.	<input type="checkbox"/>
1.D	Interview qualified, desirable candidates in person.	<input type="checkbox"/>
1.E	If appropriate, extend an offer to the most-successful candidate, often via an offer letter.	<input type="checkbox"/>
1.F	If the most-successful candidate accepts, orient the new hire. If not, repeat steps 1.E and 1.F for the second-most-successful candidate, either until a successful candidate accepts or the process must restart at step 1.A. Notify rejected candidates that they should pursue other opportunities.	<input type="checkbox"/>
2.	Foster team skills and career growth.	<input type="checkbox"/>
2.A	Work with new hires to develop career paths.	<input type="checkbox"/>
2.B	Regularly revisit the career paths for all employee's and each employee's progress on their path.	<input type="checkbox"/>
2.C	Actively manage the employee's skills growth necessary to reach employee and team goals.	<input type="checkbox"/>
3.	Iterate step 1 as needed to add new people. Iterate step 2 continuously.	<input type="checkbox"/>