



# Topgrading Tips

September 7, 2006

## Additional Information

There are two short articles in this issue:

- **New 1-Hour Video on Interviewing and Hiring**
- **Topgrading Shop**
- **Brad Smart Bio**
- **Consulting Services**
- **Workshops and Speeches**
- **Topgrading Articles**
- **Contact Us**

1. **Build Your Virtual Bench of 40 A Players in 3 Months**
2. **The Quickest, Easiest Way to Launch Topgrading**

## New Website!

- **For the latest topgrading news, articles, tools, and services, click here or go to: [www.SmartandAssoc.com](http://www.SmartandAssoc.com)**

## Build Your Virtual Bench of 40 A Players in 3 Months

In four books on hiring and selection I've recommended minimizing the use of recruiters and ads, and instead filling jobs with people you already know ? A players. We recommend having a virtual bench consisting of 20 A players who are pre-screened and might join you ? plus 20 A players who wouldn't work for you (because they are too highly paid, geographically challenged, etc.) but they know a lot of A players and can recommend them. When an opening occurs, topgraders:

- contact the As who might join them, and if none will, they
- contact the sources of As, for referrals.

In the Q&A section of every speech, teleseminar, and workshop, someone asks:

Question: How can I build my virtual bench? It would take years to do, wouldn't it?

Answer: Nope. Here's how:

1. Go through your Rolodex, Palm Pilot, and Address Book to find some A players or sources. Most people find 6 or 8 ? more than they thought.
2. Ask your A player subordinates and other A player coworkers for names of A players you might hire or who might be sources.
3. Use the topgrading interview to get names. You can get a huge list of A players FAST. Here's how:

Pages 13 and 14 of the Topgrading Interview Guide have sections in which a managerial candidate is asked to give the name, title, strengths, weak points, overall performance, and A/B/C rating for ALL direct reports (for the most recent 2 jobs). If you have 2 jobs open and do topgrading interview of 3 candidates for each job, and each finalist has 8 direct reports in the 2 jobs ? do the math ? you'll have profiles of 96 people! Twenty-five might be A players, and you can contact them ? at the appropriate time.

If you hire a person with A players in her virtual bench, her A players become yours, too. If you don't hire someone it wouldn't be right to pirate their people ? until they take another job, which could be soon, since they are ?looking.?

4. ?Maintain? your virtual bench by staying in touch with them. Call, email, have lunch. Forward articles (like this one) that might

interest them. Using your virtual bench, hiring will be quick (because you contact As you know), high quality (As are pre-screened), and inexpensive (no recruiter fees).

If you have any additional ideas for making the recruitment part of topgrading even better, please share them with us!

---

---

## **The Quickest, Easiest Way to Launch Topgrading**

The recent release of our 1-hour topgrading video (World-Class Interviewing and Hiring) has enabled companies to begin improving hiring right away. It can take years for all managers to attend topgrading workshops. But what about the manager who will conduct interviews next week? The solution ? watch the new 1-hour video.

The owner of a small company showed the 1-hour video to his team and they instituted these policies:

1. Before hiring anyone, the hiring manager will first watch the 1-hour video.
2. The hiring manager will conduct a Tandem Topgrading Interview, paired with an A player.
3. The hiring manager will ask finalist candidates to arrange reference calls with bosses in the past 10 years.

The owner might eventually add topgrading workshops, but for now he doesn't want anyone hired using methods that are only 25% successful. The 1-hour video is a wonderful way managers can be introduced to topgrading, to immediately benefit from improved hiring. *Best,*

*Brad*

---

# Forward Topgrading Tips Article

---

**Sign Up for FREE Topgrading Tips by  
entering your email address below**

[Sign Up](#)

---

email: [brad.smart@topgrading.com](mailto:brad.smart@topgrading.com)

phone: 847-244-5544

web: <http://www.SmartandAssoc.com>

---