

Step 1: Basic info

First Name	
Gender	
Age	
Marital Status	
Kids	
Level of Education	
How long has he/she been a DSP?	

What's motivating him/her to help people with disabilities?
What does he/she love about his/her job?

Step 2: List potential referral sources...

Other employees you'd love to clone.
Former DSPs that left on good terms.
Staff that have lots of connections.
Where could you find the DSP you want to clone?

Job posts at: <https://tinyurl.com/dsp-magnet-job-posts>

Step 1:

Circle where benefits first appear in your job post.
(Don't list benefits? Write a big note to add them!)
The closer to the top of the job post the better!

Step 2:

Highlight every time you see:

- We
- Our
- "Your Organization Name"

Having lots of these is not great.

Step 3:

Now mark in some other way every time you see:

- You
- Your

Speaking about the potential applicant is good.

Step 4:

Finally, mark all jargon or acronyms:

- QIDP
- ISP
- DSS
- "community inclusion"

These are barriers to people applying.

Step 5:

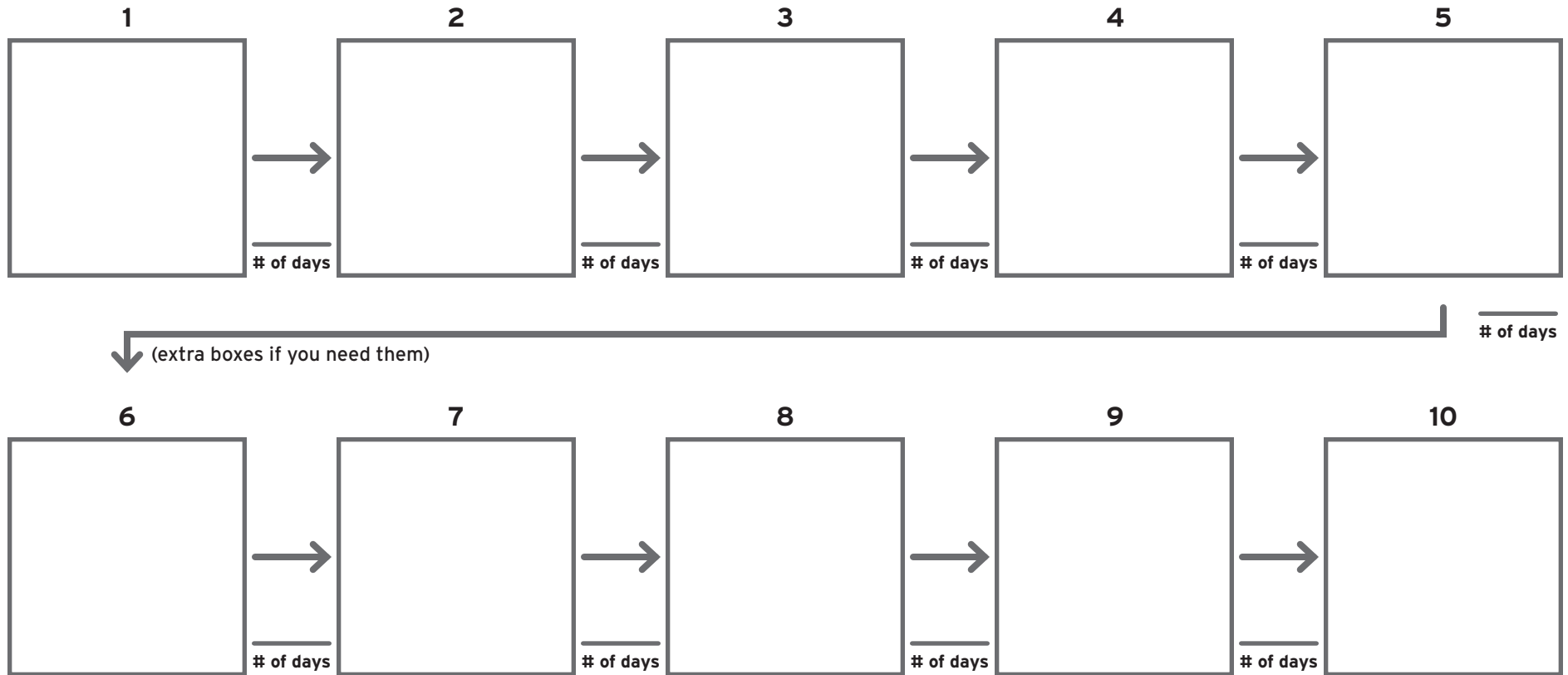
Looking at your marked-up post, what is your biggest concern after marking everything?

Step 6:

How will you focus on the applicant in the job post?
(Remember: Attention, Interest, Desire, and Action)

DSP Magnet® Workshop: Install your anti-ghosting process

Step 1: Fill in the boxes with the major steps in your hiring/on-boarding process.



Step 2: Circle arrows between the steps where ghosting often happens. Write the # of days between steps.

Step 3: Are you ready to commit? Who's help do you need? _____

Step 1:

What do you currently text (or will you text) to applicants and/or new hires?

Step 2:

Write a new text message that is friendlier & more personal.

Step 3:

What personality do you want to add to your message?
How do you want them to feel?

Step 4:

How can you make it as easy as possible to use this going forward? (e.g. save a note on your phone or Google Doc)
