Productivity Cheat Sheet: Choose the Right Person for the Right Job

One of the easiest ways to ensure productivity is to naturally select team members who have an aptitude for the jobs required of them over the course of the project’s execution.

This is possible only if the team manager (or leader) puts in a lot of thought beforehand.

**STEP 1:** The first step is to get an idea of the overview of the skills the project requires. The following penetrating and insightful questions can help.

* What are the end goals of this project?

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* What are the important activities, sub-activities directly influencing the achievement of each goal?

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* What are the skills needed to ensure these particular activities are competently executed?

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**STEP 2:** The second step involves, getting into the minutia.

* For the skills required to execute the important activities and sub-tasks, what is the level of experience required from the ideal team member?

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* In addition to specific technical abilities, do these activities call upon certain interpersonal skills as well? If yes what are they?

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* Who are the potential candidates (ready and available) who can fill the criteria listed above?

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* Will these individuals be able to wrap the tasks without supervision?

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* If not can the project afford to hire specialists?

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* Do these individuals have congenial personalities in keeping with the dynamics of the kind of team you run?

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**STEP 3:** Based upon the findings of the previous steps, shortlist a pool of potential candidates and then interview them to make the best, most informed choices.

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| **POTENTIAL TEAM MEMBER DETAILS** | **SELECTION STATUS (ACCEPTED/REJECTED)** |
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