

The 4-step remote hiring playbook

From discovery call to a team member who fits, with what to prepare at every step.

1

Schedule a discovery call

My Own Staff learns about your business, the role to fill, the skills and experience level you need, and your team setup, so the right hire is clear before any recruiting begins.

Prepare

- ☐ Name the role and the three to five tasks it will own
- ☐ List required skills and the experience level you need
- ☐ Note the tools and systems the person will use
- ☐ Decide who they will report to
- ☐ Know your target start timeframe

2

Candidate search and screening

My Own Staff sources, vets and shortlists qualified candidates against your requirements, so you're not sorting through hundreds of unqualified applications.

Prepare

- ☐ Rank your must-haves against your nice-to-haves
- ☐ Block time to review the shortlist promptly
- ☐ Prepare three or four role-specific interview questions
- ☐ Agree who gives final sign-off

3

You choose your staff member

You make the final decision. Your chosen team member works directly for you and becomes part of your business, and My Own Staff assists with onboarding and contracts.

Prepare

- ☐ Set up system access and accounts before day one
- ☐ Write a first-week plan with clear priorities
- ☐ Introduce them to your team as one of your own
- ☐ Share the runbooks and processes they'll follow

4

Hire with peace of mind

My Own Staff stays involved beyond the hire. If things aren't working as expected early on, they work with you to make it right.

Prepare

- ☐ Schedule weekly check-ins for the first month
- ☐ Define what success looks like at 30 days
- ☐ Give feedback early and be specific
- ☐ Use ongoing support the moment something feels off

Why this order works

Steps 1 and 3 are where you put in the effort: defining the role and onboarding well. Steps 2 and 4 are where My Own Staff does the heavy lifting: screening before you see a resume, and support after the hire.

Questions to ask any staffing partner

Use these to compare options. The right column is what My Own Staff reports on each point.

Ask	What My Own Staff reports
Will this person work only for me, or share time?	Dedicated, full-time staff who work exclusively for your business.
Who handles onboarding and contracts?	My Own Staff assists with onboarding, contracts, and making sure everything runs smoothly.
What happens if the fit isn't right early on?	They work closely with you to make it right.
What support is there for me and my hire?	Round-the-clock support for both you and your new team member.
Can I start small and scale?	Yes. Start with one specialist or a small team and scale up as you grow.

Client example

Anchortree Capital: a 63% larger lead pipeline

The challenge. Too few leads, a dried-up sales funnel, and layoffs on the sales team, and a need to fill the pipeline without expensive cold calling or competing with industry giants on advertising.

The result. A 63% increase in the lead pipeline, previously laid-off positions rehired, and room to expand the team further.

The solution. Three dedicated sales development reps from My Own Staff, onboarded for the cost of one sales resource in the United States, starting small and scaling up.

Anchortree is a financial services firm, not an MSP. It is one reported client outcome and does not guarantee results for your business.

Ready to start with step 1? Book a free discovery call with My Own Staff.

[Book a call](#)