

# HIRING PROCESS CHECKLIST

Use as is, or customize to fit your specific needs

## 1. PLANNING

- Make a job profile
- Create a hierarchical structure based on the job profiles you've generated.
- Make a business staffing strategy.
- Create a job description for the specific position you're looking to fill.  
Make a list of what a successful candidate should have: must-haves and nice-to-haves.
- Consider including abilities that will allow the candidate to have a diversified work profile and explore opportunities beyond this list in the future.
- Decide on a wage scale.
- Define the company's policy on perks, holidays, and paid time off, among other things.
- Select the team member who will be in charge of recruitment.
- Publicize the opening.
- Prepare a service agreement/contract for your employees.
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## 2. RECRUITING

- Candidates are shortlisted based on their resumes.
- Invite the prospects you've chosen for an interview.
- Select an interviewing panel with a set of questions/themes and tactics in advance.  
Evaluate the following during interviews:
  - Is the candidate a good fit for your team?
  - Is the candidate's experience/skills genuine?

- Is the interest, experience and enthusiasm palpable?
- Do they know who you are and what you do? (Have they done any preparation for the interview?)
- To reach a final decision, consult with your team and any referees (if applicable).
- Notify the chosen candidate and others about the interview's outcome.
- Await written confirmation from the candidate that the employment offer has been accepted.
- Gather the necessary paperwork such as ID card, driver's license, signed contract, etc.
- Complete onboarding process as needed
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