

Hiring Checklist

A manager's end-to-end process for hiring one role, from defining it to the offer and onboarding handoff.

Define and Approve the Role

- ☐ Confirm the business need and headcount approval
- ☐ Define core responsibilities and expected outcomes
- ☐ List must-have and nice-to-have skills and experience
- ☐ Set the level, salary range, and budget
 - Pay practices vary; follow local laws and confirm with HR.
- ☐ Agree on how success in the role will be measured
- ☐ Align with HR or recruiting on the process and timeline

Create the Job Posting

- ☐ Write a clear, honest job description from the role definition
- ☐ Highlight key responsibilities and required qualifications
- ☐ Describe the team, growth, and what makes the role appealing
- ☐ Use inclusive, bias-aware language throughout
- ☐ Specify location, work arrangement, and how to apply
- ☐ Get HR sign-off before publishing the posting
 - A clear posting attracts better-fit candidates.

Review Applications

- ☐ Define screening criteria tied to the must-haves
- ☐ Screen resumes consistently against those criteria
- ☐ Shortlist candidates who meet the core requirements
- ☐ Run brief phone screens to confirm fit and interest
- ☐ Confirm salary expectations and availability early
- ☐ Keep applicants informed of their status
 - Timely updates protect your reputation.

Interview Candidates

- ☐ Plan the interview stages and who is involved
- ☐ Use structured questions tied to the role
- ☐ Score each candidate against a consistent rubric
- ☐ Assess both skills and team fit fairly
- ☐ Debrief with interviewers using the evidence
- ☐ Compare candidates against the role, not each other's charm

Make the Decision and Offer

- ☐ Select the candidate who best meets the criteria
- ☐ Complete reference and background checks as needed
 - Check requirements vary; follow local laws and HR guidance.
- ☐ Confirm the compensation package and start date
- ☐ Extend a verbal offer, then send it in writing
- ☐ Negotiate respectfully and confirm acceptance

- ☐ Notify and thank unsuccessful candidates promptly

Hand Off to Onboarding

- ☐ Share the signed offer and details with HR and IT
- ☐ Trigger equipment, accounts, and access setup
- ☐ Prepare a first-week plan and assign a buddy
- ☐ Communicate the new hire to the team
- ☐ Confirm the start date and first-day logistics
- ☐ Brief the onboarding owner on the role and expectations

A clean handoff sets the new hire up to succeed.