

HIRING CHECKLIST

Note: This checklist is not an exhaustive list. It provides ideas, suggested steps and alternatives to inspire your own process for growing your team and finding the right fit.

ASSESS REQUIREMENTS

- Audit current business tasks
- Identify required tasks
- Audit current team
- Review cost and cash flow

DESIGN THE ROLE

- Identify the type of hire required
- Identify roles & responsibilities
- Identify qualifications and requirements
- Compile into a Job Description



FIND YOUR PERFECT FIT

- Advertise the job opening
- Screen applicants and host interviews
- Assess top choices for best organizational fit

ONBOARD WITH EASE

- Send Letter of Offer and other legal documents
- Introduce to team & to company values (orientation)
- Establish communication channels
- Go over Standard Operating Procedures (SOPs)

EVALUATING RETURN ON INVESTMENT

- Have regular communication and check-ins
- 3 Month Review Session
- Establish a Personal Development Plan