

# Hiring Process Checklist

HireBetter®

Create a Smart & Efficient Hiring Process to Empower Smart Hiring Decisions

## 1 How the Role Fits In

The team understands how the role impacts the organization.

- If the role is a backfill, the team knows why.
- If it is a new role, the team understands how this person will fit into the organization.

## 2 Core Competencies

There are clearly documented criteria for the role.

- The Hiring Team is trained on the core competencies they will focus on when they interview the candidate.
- The scorecard is created and provides a framework for evaluating candidates.
- For consistency, the scorecard is matched to the job description.

## 3 Candidate Profile

There is understanding and alignment between: Must-Haves, Should-Haves, Would-Like-to-Haves.

- The Ideal profile is clearly defined.
- The Must-Haves are clearly defined.
- The Flexibilities are clearly defined.

## 4 Hiring Process

The hiring process and steps are clearly mapped out including:

- The number of interviews.
- Who will be on each interview.
- The length of each interview.

## 5 Debrief

A structured debrief process is established to help make a final decision confidently and quickly. This includes:

- Who participates.
- How feedback is shared.
- A timeline to share the feedback.



**Can't check off one of the above?  
Not sure how?**

Partner with a talent advisor to help make the process easy and guide you to ensure you are making the right hire for the team.