

HIRING PROCESS CHECKLIST

Open Position _____

Department _____

Hiring Manager _____

Date _____

N°	ACTION ITEMS	
1	Define the position, core job duties, key skills, and qualifications	
2	Draft a detailed job description	
3	Establish a budget	
4	Get requisition approval	
5	Share opening internally and solicit referrals	
6	Publish opening on company's careers page	
7	Post listing to job boards, industry forums, and other relevant channels	
8	Source and reach out to prospective candidates on LinkedIn	
9	Screen incoming applications	
10	Schedule and conduct phone screenings with qualified applicants	
11	Distribute skills assessments	
12	Create a shortlist of candidates to interview	
13	Develop relevant interview questions based on the job requirements	
14	Schedule interviews	
15	Complete interviews and candidate scoring	
16	Contact references	
17	Compile interviewer feedback and decide on the top finalist	
18	Send offer letter to selected candidate	
19	Complete background check, drug screening, and any other contingent items	
20	Sign the contract and determine a start date	
21	Notify other finalists who were not selected	
22	Distribute onboarding materials	
23	Complete new hire paperwork	
24	Begin the onboarding process	