

Run every hire against this checklist to keep your process consistent and compliant, from planning the role through onboarding the new hire.

1. PLAN THE ROLE

Confirm the need and secure headcount and budget approval	
Define the responsibilities, must-have skills, and first-90-day success measures	
Set the compensation range	
Write and approve the job description	
Include an equal-opportunity statement and keep the posting non-discriminatory	
Assign an owner for each stage of the search	

2. SOURCE CANDIDATES

Post the role on the job boards and channels that fit it	
Ask your team for referrals	
Run targeted outreach to passive candidates who fit the profile	
Track every applicant in one system	

3. SCREEN APPLICANTS

Review resumes against the role's requirements	
Run a phone or video pre-screen	
Confirm compensation expectations and availability match	
Administer skills assessments where the role calls for them	

4. INTERVIEW & SELECT

Prepare a structured, consistent question set	
Schedule interviews with the right people involved	
Collect interviewer feedback in a standard format	
Complete reference checks on your finalist	

5. EXTEND THE OFFER

Present a clear written offer promptly	
Negotiate terms and confirm the start date	
Close out the remaining candidates professionally	

6. ONBOARD THE NEW HIRE

Run background checks with written consent before the start date	
Complete I-9 work-eligibility verification within three business days	
Send offer paperwork and set up equipment, accounts, and access before day one	
Share a first-week plan and assign a point of contact	
Schedule check-ins through the first 90 days	