

# HIRING CHECKLIST

01.

## DEFINE THE ROLE

- Define how this role fits into the company's long-term strategy
- Clarify who the role will report to and any direct reports
- Clearly outline the job title and responsibilities
- Identify key qualifications and experience needed
- Determine essential skills and competencies
- Establish cultural fit and leadership qualities

02.

## PARTNER WITH EXECUTIVE SEARCH FIRM

- Internal hiring team and recruiters meet to ensure proper alignment and expectations
  - This helps the search process become more efficient
- Discuss the role, company culture, expectations and current market
- Confirm budget and compensation package
- Agree on key milestones and deadlines for the hiring process

03.

## CREATE A JOB DESCRIPTION

- Work with recruiters to write a detailed and compelling job description
- Include company overview, responsibilities and role-specific information
- Highlight unique selling points to attract top talent

04.

## KICKOFF CALL

- Establish communication and reporting protocols
- Set up weekly or biweekly syncs with internal stakeholders and recruiters
- Agree on the search strategy and timeline
- Iron out any lingering questions

05.

## PREPARE INTERVIEW PROCESS

- Develop a structured process for when the internal hiring team begins interviewing candidates found and vetted by the recruiters
  - It's important to have this prepared before recruiters begin contacting candidates to reduce delays
- Identify interview panel members and their roles

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06.

## CANDIDATE SOURCING

### HANDLED BY EXECUTIVE RECRUITERS

- Allow the recruiters to utilize their network and resources
- Leverage their expertise in identifying potential candidates
- Regularly review progress and recalibrate if needed

07.

## SCREENING + SHORTLISTING CANDIDATES

### HANDLED BY EXECUTIVE RECRUITERS

- Recruiters conduct initial screenings and interviews
- Recruiters send top candidates to the hiring team
  - Hiring team reviews candidate profiles and provides feedback

08.

## ASSESSMENT AND EVALUATION

- Conduct in-depth interviews with shortlisted candidates
- Administer relevant assessments
- Evaluate candidates against the defined criteria, including cultural fit
- Debrief after each interview with the recruiters

09.

## REFERENCE AND BACKGROUND CHECKS

### HANDLED BY EXECUTIVE RECRUITERS

- Recruiters conduct thorough reference and background checks
- Verify employment history and qualifications
- Check for potential red flags

10.

## OFFER AND NEGOTIATION

- Work with recruiters to prepare a competitive offer package that meets or exceeds the current market
- Present the offer to the selected candidate, including relocation assistance, bonuses and equity if needed
- Negotiate terms and finalize the agreement

*By working closely with an established executive search firm like Stiles Associates, the hiring manager can benefit from its specialized expertise in executive recruitment, ensuring a more efficient and effective search process.*