

# HIRING CHECK UP LIST

Today's job market is candidate-driven and hiring quality candidates is hard with talent at a premium. So, your hiring process should run like an efficient "well-oiled machine." The hiring process is composed of your company's organizational process supporting hiring and the hiring phases: Attracting Candidates, Interviewing Candidates, Assessing Candidates, and Closing the Deal.

If you and your team are responsible for hiring great talent and aren't getting the hiring results you need, use this checklist as a starting point to determine gaps in your process. Then make a plan to fill the gaps.

## ORGANIZATIONAL HIRING PROCESS

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Are you able to fill positions in a timely manner?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you lost candidates because your hiring process was too slow?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the job description current, clear and concise, with specific success metrics and performance standards? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a consistent recruiting process across the organization?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the recruiting process documented?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do all managers understand the steps in your hiring process?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have strategic relationships externally for attracting talent?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have and track hiring metrics?   | <input type="checkbox"/> | <input type="checkbox"/> |

## HIRING PHASES:

### ATTRACTING

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Are your job postings enticing to applicants?              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you actively promoting your company in the community?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is your applicant pipeline filled with quality applicants? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is your online reputation attracting applicants?           | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all of your employees part of the recruiting process?  | <input type="checkbox"/> | <input type="checkbox"/> |

**INTERVIEWING**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| • Do you have a defined phone screening process?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are candidates clear on the steps in your interview process?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have an interviewing plan?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all hiring managers trained in hiring and behavioral interviewing of candidates? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are teams used to interview candidates?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a company story used to help “sell” candidates?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a personal story of what makes working for your company rewarding?       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you identifying the candidates’ pain points for use to close them later?         | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is your interviewing process always closing the candidate?                           | <input type="checkbox"/> | <input type="checkbox"/> |

**ASSESSING**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| • Do you use assessment tools validated for hiring to decrease bias in your hiring process? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is more than one person involved in assessing candidates?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are your candidates’ values aligned with the organization?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a structured method of comparing candidates?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you call all references?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have other options to verify skills other than references?                         | <input type="checkbox"/> | <input type="checkbox"/> |

**CLOSING THE DEAL**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| • Is the offer being made in a timely manner?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is your offer resolving their pain points identified in the interviewing process? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are your salaries and benefits competitive in the market?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you make your potential employee feel special and wanted?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you describing what their career path will be?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your onboarding process start before the employee’s first day?               | <input type="checkbox"/> | <input type="checkbox"/> |