

Hiring process checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Hold an intake meeting and write down must-have skills
- ☐ Confirm the pay range before posting
- ☐ Write a job description with a short list of requirements
- ☐ Include the pay range and work location in the posting
- ☐ Choose sourcing channels and ask for referrals
- ☐ Screen applications against must-haves only
- ☐ Ask about pay expectations, not pay history
- ☐ Build a structured interview plan with scoring guides
- ☐ Have interviewers submit scores before the debrief
- ☐ Use short, job-related work samples
- ☐ Follow FCRA disclosure and authorization steps for background checks
- ☐ Follow fair chance and ban-the-box rules where they apply
- ☐ Make a verbal offer quickly, then send a written offer letter
- ☐ Stay in touch between acceptance and start date
- ☐ Track time to fill, offer acceptance rate, and first-year retention

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