



The Hiring Kickoff Checklist

A Practical Guide for Hiring Managers

1. Define the Role Clearly

- Why does this role exist (new role or replacement)?
- What problem does it solve (save time, drive revenue, sustain process)?
- What does success look like in 6–12 months?
- Are responsibilities current and aligned with business goals? Are must-haves clearly separated from trainable skills?
- Is scope realistic — not a “unicorn” wish list?
- Does it accurately reflect the team and company?
- Have all key stakeholders reviewed and aligned before posting?

2. Clarify Process & Ownership

- Who owns each step (posting, initial screening, interviews, decision)?
- Where will the role be promoted / what systems are used?
- Are internal candidates or referrals part of the strategy?
- Is external search support an option if needed?

3. Define the Interview & Evaluation Criteria

Structure the Interview Process

- Who reviews resumes first — and against what criteria?
- What is the interview flow (rounds, panel, decision makers)?
- Who asks which questions — and from what perspective?

Define Success Before Interviews Begin

- What evidence will create 80% confidence in a hire?
- What measurable outcomes matter most?
- How will soft skills be assessed (behavioral questions, objective examples)?
- How will feedback be documented and compared consistently?

4. Set Expectations & Market Guardrails

- Are scope, title, and compensation aligned with market reality?
- What does progress look like & at what point will you reassess strategy and adjust expectations?
- Do you need a market assessment, search partner, or interim support?

Final Alignment Check

- Are stakeholders aligned on expectations, timelines, and decision criteria?
- Is everyone clear on what success looks like — and how it will be measured?

