

HIRING MANAGER RECRUITING CHECKLIST

Human Resources and Hiring Manager

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CREATE YOUR POSITION WHO SCORECARD

1. What are the company values I need to match
2. What are my needs
3. What is the fit for my team
4. Why is this position open

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COMPANY HIRING PROCESS/PROCEDURES

1. Connect HR
2. Job description and salary range
3. Requisition in HRIS approval

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SEARCH PROCESS QUESTIONS

1. Develop 3-5 questions wrapped around the company values
2. Create lead-in or softening statements to ease into the questions
3. Create the technical questions for this position
4. Using the questions developed in step 3 rate/weight each one 1-5 to create a scoring guide

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POSITION POSTINGS

1. HR/Hiring Manager creates the postings an ad/posting that will attract the WHO as well as the what
2. Work with HR to understand where and when the position is posted
3. Hiring Manager/You will share the posting with your connections and network

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SCREEN RESUMES/APPLICATIONS

1. Verify resume info with questions
2. Confirm dates given on resume with answers
3. Understand any gaps in employment
4. Learn about job changes

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PRE-SCREEN HR INTERVIEW/PERSONALITY ASSESSMENTS (15-20 MINUTE INTERVIEW BY HR)

1. Create an interview with HR Business Partner to do a 15-minute phone screen
2. Scheduled for assessment-email
3. Schedule hiring manager for a 15-minute phone screen

Hiring Manager and Team

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HIRING MANAGER PHONE INTERVIEW INITIAL SCREENING(15-MINUTE INTERVIEW)

1. We are looking for the “right fit”
2. Ask questions only to determine if they the right cultural fit
3. Values-based and behavior based questions only/not a skill interview
4. Schedule for a 1-hour face to face, Zoom Interview, FaceTime or Skype

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HIRING MANAGER/TEAM FACE TO FACE/ZOOM INTERVIEW

1. Review questions from your WHO Scorecard you now need to ask
2. **Role-play the interview** with your team in tandem interview panel
3. Connect with the candidate make them feel welcomed and comfortable immediately
4. Ask all the questions and rate on the entire interview, not one answer
5. Use your sCOREcard to give a weighted score to their answers
6. Ask for references of former supervisor/peers/co-worker/subordinate

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360 REFERENCE CHECKING

1. Schedule interviews with the references
2. Use a pre-scripted template for checking references
3. Dig deep into WHO they are not just what they did

Hiring Manager and Partner with Human Resources

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CLOSING THE DEAL INTERVIEW

1. Work with HR on an offer
2. Schedule a call or Zoom with the candidate
3. Ask any final questions you may want to know before making the offer
4. Ask them if they can see themselves working for you and this team
5. Ask if they have any final questions
6. Make the verbal offer
7. HR will process the formal offer packet and the entire pre-employment process
8. If they do not accept immediately answer any questions they have
9. Give them 24-hours to accept/let them know you have other candidates but really want them
10. If they have not accepted in 24/48hours then offered is rescinded

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WEEK ONE TO START DAY

1. Immediately mail them a welcome card/gift
2. Schedule calls right now on your calendar to touch base weekly until the start date
3. Call them one week before their start date let them know you will have lunch with them during the onboarding
4. Call them the Friday before their start date and let them know how excited you are and where YOU will meet them Monday morning

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DAY ONE TO DAY 30

1. Meet them on day one at the front door
2. Escort them to your department and introduce them to the team
3. Escort them to the company orientation location/HR
4. Order lunch from their favorite place and have lunch with them on day two
5. Schedule on your calendar a weekly meeting for 15-minutes with them for their 1st 90 days
6. Assign Preceptor/Trainer/Mentor

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DAY 30 TO DAY 90

1. Day 30 have a coaching/review session for 30 minutes
2. Day 60 have a coaching/review session for 30 minutes
3. Day 90 have a coaching/review session for 30 minutes

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DAY 91 TO 1-YEAR DATE

1. Schedule a monthly coaching session
2. Schedule Regular training as needed
3. Celebrate their 1st year with a lunch of their favorite thing to eat
4. Performance Evaluation

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CAREER AND SKILL GROWTH

1. Monthly Coaching Meeting 1:1
2. Annual Performance Evaluation

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EQUIPPING TEAM MEMBERS AND SUCCESSION PLANNING

1. Every team member should have an Individual Development Plan (IDP)
2. At least 10-20% of your team should be ready to replace 80% of your production
3. You should be reproducing leaders by coaching