

Hiring Checklist

	Not Started	In Progress	Completed
I have reviewed the Task Inventory Matrix to “level set” on tasks that have taken place during the average day.			
I have identified tasks that I would like to delegate.			
I have created a job description, based on the tasks I have identified.			
I have used resources, such as salary.com, to determine the appropriate compensation.			
I have determined how the position will be advertised.			
I have posted the job description.			
I have vetted resumes by identifying red flags.			
I have vetted resumes further by identifying evidence of key skills, qualifications, and experience needed for the position.			
I have conducted phone interviews.			
I have conducted in-person interviews.			
I have reached out and called candidate(s) references, where applicable.			
I have conducted background check(s) on chosen candidate.			
I have made the verbal and written offers.			
I have provided the candidate with an office manual, if applicable, and other pertinent information.			



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