

HIRING READINESS

checklist



by clarity recruiting

1 - Is the Budget Approved?

- Has compensation been finalized?
- Have bonus, equity, or incentive plans been determined?
- Are all stakeholders aligned on the investment required to attract the right talent?

2 - Is the Role Clearly Defined?

- Do you have a current, realistic job description?
- Have you identified the must-have skills versus the nice-to-haves?
- Is there alignment on what success looks like in the first 6–12 months?

3 - Is Your Hiring Process Mapped Out?

- Who will be involved in interviews?
- How many interview stages will there be?
- Are decision-makers available and prepared to move quickly?

4 - Is Your Candidate Experience Competitive?

- Is your interview process respectful of candidates' time?
- Are you prepared to communicate consistently throughout the process?
- Have you considered what will make your company and this opportunity stand out in a competitive market?

5 - Do You Know What's Happening in the Talent Market?

- Are your compensation expectations aligned with today's market?
- Do you know where strong candidates are coming from?
- Have you benchmarked against competitors hiring for similar talent?

6 - Have You Started Building Relationships?

- Have you identified talent pools you'd like to pursue?
- Are you networking with potential future hires already?
- Do you have a recruiting partner who can introduce you to exceptional talent proactively, and help you map out a plan for all of the above?

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