PEOPLE ALCHEMY

CONSULTING

Hiring Process Checklist

A step-by-step guide to help small business owners hire with clarity and consistency.

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1. Define the Role

- Clarify the business need and key responsibilities.
- Draft or update the job description (use our template!).

2. Post the Job

- Choose 2–3 key channels (LinkedIn, niche boards, your newsletter, etc.).
- Include a clear salary range and what success looks like.
- Write a human, inclusive job post that reflects your values.

3. Review Applications

- Screen for must-have skills, values alignment, and potential.
- Watch for red flags, but don't expect perfection.
- Shortlist 5–8 candidates for initial contact.

4. Interview Candidates

- Use structured questions and a scorecard to stay consistent.
- Include at least one question focused on values or work style.
- Take notes during or right after the conversation.

5. Evaluate & Decide

- Debrief with your team (if you have one).
- Compare candidates using objective criteria—not gut feel alone.
- Do a reference check if helpful.

6. Make an Offer

- Send a professional offer letter (use our template!).
- Include salary, benefits, and start date.
- Be available for questions or light negotiation.

7. Prepare for Day 1

- Send a warm welcome email and an onboarding schedule.
- Set up tools, email access, and any documents ahead of time.
- Assign a buddy or point person for the first week.

Bonus Tips

- Be communicative—ghosting damages your employer brand.
- Always send a "thank you but not this time" email to candidates who aren't selected.
- Keep interview notes on file for future reference.

Need more guidance on your hiring process?

Book a consultation at www.peoplealchemyconsulting.com

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