**Hiring Process Outline**

1. Determine if your hiring decision is constrained by time or operational fit. If your hiring decision is determined by time, estimate how long initial training will take and work back from that time to set the date you need to make a hiring decision. If you’re basing your hiring on finding the best operational fit, such as in a period of deliberate growth or expansion in your business, or breaking into new markets, the timeline of your hiring process is less important, and you may want to focus on specific qualifications, testing and the meeting of certain criteria for candidates. This may look like an open intake of applications until a suitable applicant is found. Regardless of your approach, roughly outline a schedule of important dates for your hiring process such as:
   1. Reviewing & developing hiring criteria: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Writing and posting job ad: ­­­­­ ­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Period for applications closes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Interview candidates chosen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Interviews end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. Hiring decision made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. New employee’s first day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Review operational processes and procedures to validate the need to hire and/or identify any edits or adjustments which need to be made to your processes.
3. Review your organizational chart to confirm it’s designed to support your systems and processes and can meet your organizational needs, identify any edits or adjustments which need to be made to your organizational chart.
4. Review your job description to confirm it speaks to the skills, experience, duties and tasks necessary to support your systems and processes and can meet your organizational needs, identify any edits or adjustments which need to be made to optimize your job description to match your organizational chart and systems/processes.
5. Write your job ad. Use your job description to write a job ad that clearly outlines the duties and responsibility of the role you’re hiring for and shares information about your company, your culture and mission and what you offer as an employer for compensation and benefits. Determine key dates in your hiring process and ensure they’re included in your job ad.
6. Based on the dates outlined in your hiring process schedule, determine and begin to plan your onboarding, orientation, and training plans.