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Hiring Criteria Checklist

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Hiring Criteria Checklist

Position Information

Job Title: _____

Department: _____

Reporting to: _____

Location: _____

Date: _____

Cultural and Values Alignment

☐ Vision

☐ Mission

☐ Core Values

☐ Company Culture

☐ Inclusion Statement

Role Definition

☐ Clear and detailed position description prepared (role, responsibilities, essential skills and abilities, objective key results, key performance indicators, qualifications, working conditions, physical demands, etc.).

☐ Salary range benchmarked and competitive

Job Announcement

☐ Accurate and attractive job posting developed

☐ Job requirements are clearly communicated

☐ Inclusive and bias-free language utilized

☐ Pay Transparency and employee benefits

Candidate Sourcing Strategy

☐ Active and passive candidate sourcing channels identified

☐ Sourcing methods appropriate for position (industry-specific, general, referral-based)

☐ Applicant Tracking (ATS)

Interview Process

☐ Structured interview questions prepared

☐ Behavioral and situational questions aligned with job requirements

☐ Collect Candidate Self-Assessment, licensures, credentials, and certifications

☐ Interview scoring/evaluation form created

☐ Interview process/panel/team clearly defined and trained

Candidate Evaluation

☐ DISC Behavior, Driving Forces, and Emotional Intelligence assessments identified

☐ Reference checks planned

☐ Background checks or other required verifications defined

Hiring and Onboarding Plan

☐ Offer letter and new hire paperwork

☐ Orientation schedule created

☐ Onboarding, training, and mentorship plan outlined

☐ Regular check-ins and performance reviews scheduled

☐ Dreamlife and Career Development

Compliance Checks

☐ Legal compliance verified (interview questions, hiring practices)

☐ Notice to candidates not hired

☐ Required documentation and record-keeping prepared

Hiring Team Sign-Off:

Name: _____   Date: _____

Title: _____

Name: _____   Date: _____

Title: _____

Name: _____   Date: _____

Title: _____