

HIRING GAME PLAN

Identify Business Needs & Talent Gaps	What is the business need that needs addressed?	What are the existing or anticipated talent gaps that I need to fin order to support these?	t What is my	
Determine Position Design	Is this position full- time or part-time? exempt (salaried) or non-exempt (hourly?)	Should this be a direct or contract hire?	How much should I pay?	
Write a Job Description	Is there an exisiting Job Description?	No: Develop a comprehensive, compliant Job Description.	Yes: Review and update as needed.	
Source Candidates	What are the best sources to recruit candidates with the desired experience and skill set?	Post the position externally? If yes, where at and how much is my budget?	What questions do I want to ask the candidates?	
Evaluate Candidates	Review resumes and/or applications.	Contact qualified candidates and conduct initial phone screen.	Schedule on-site interview(s) with candidates of interest and decide who to offer.	
Prepare & Extend An Offer	Determine salary and benefits.	Make the verbal offer.	Send written offer letter.	
Onboard New Hire	If applicable, schedule drug test and background check.	Schedule New- Hire Orientation.	Notify appropriate departments (ie. IT, Payroll, etc.).	