

# The Career Toolkit Hiring Sheet

## Hiring Team

**Required:** Hiring Manager

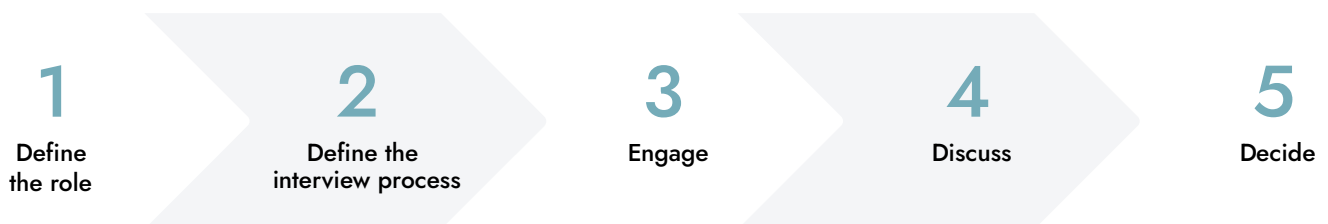
**Desired:** Teammates

Preferably at least two people who will be working with this person, at least one of whom has a similar role, if possible.

**Optional:** Peers

One or more people from other teams with whom this person may interact as part of his/her responsibilities.

## Hiring Process



### 1. Define the role

Define the requirements

- a. What are the skills needed for the role?
- b. What experience is needed for the role?
- c. What personal qualities and attributes are.

Weight the requirements using one of the following methods

- a. Ordinal ranking 1..N
- b. Percentage of time
- c. Weighting (e.g. high, medium, low)

## 2. Define the interview process

- a. What are the phases, which can include any and all of the following: resume review, initial phone screen, interview, assessment tests, assignments.
- b. What skills are you trying to access in each stage? How will you access them?

## 3. Engage

- a. Meet with the candidate.
- b. Take notes during our after. Relate the notes back to the requirements in step one.

## 4. Discuss

- a. Discuss the candidate as a group.
- b. Comments for and against should be related back to the requirements of the role.

## 5. Decide