



Pre-Recruitment Checklist

I know you are desperate to recruit your role right now. But before you do, take 5 minutes to check whether you are setting yourself up for **recruitment success**.

<input type="checkbox"/>	I can communicate clearly to each shortlisted candidate, how this role contributes to the organisations' broader strategy.
<input type="checkbox"/>	I can communicate clearly to each shortlisted candidate, the culture of the organisation, and the employee benefits.
<input type="checkbox"/>	I am clear about what capabilities I need in this role. These include skills, experience, qualifications, and attitudes/behaviours.
<input type="checkbox"/>	The role is clearly defined. There is a clear delineation between this role and other roles within the team and roles above and/or below this one in the organisational structure.
<input type="checkbox"/>	The organisation has the capacity to set this new employee up for success with quality onboarding, performance management, and career development.
<input type="checkbox"/>	The processes and systems that the person in this role will perform, are clearly defined and work efficiently.
<input type="checkbox"/>	The team that this role will be a part of is performing well.

If you haven't checked all the boxes above, **don't panic**. You can probably still go ahead and recruit, however, you will need to work in parallel to address any gaps above.

Book in for a free consultation call with Angela to discuss your results above. We can work out the most valuable next steps for you and your business. [BOOK NOW.](#)