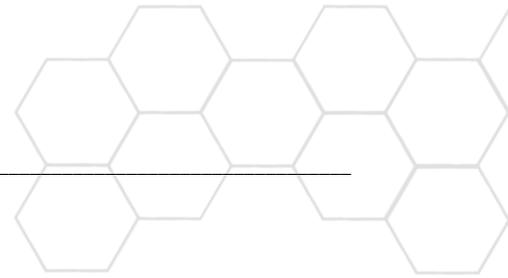




**PEOPLE HIVE**  
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS  
**HIRING READINESS CHECKLIST**



**Business need for hiring confirmed**

*Clarify whether the role supports growth, replacement, compliance, or workload redistribution.*

**Budget approved**

*Confirm total cost: salary, benefits, visa (if applicable), tools, and onboarding time.*

**Job role clearly defined**

*Avoid “do-everything” roles. Define outcomes, not just tasks.*

**Reporting manager assigned**

*Every role must have a clear line of accountability and decision-maker.*

**Job description drafted**

*Focus on responsibilities, expectations, and success measures.*

**Interview process defined**

*Decide number of interviews, who interviews, and evaluation criteria.*

**Offer & contract templates ready**

*Ensure templates are aligned with company policies and local law.*

**Onboarding plan prepared**

*Hiring doesn't end at acceptance—the first 30 days must be planned.*

-END-

**PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC**

**Free HR Templates | For General Guidance Only**

Users are responsible for adapting this template to their jurisdiction and organizational requirements.

Email: [info@peoplehivehr.com](mailto:info@peoplehivehr.com) | Phone: (04) 401 8918

[www.peoplehivehr.com](http://www.peoplehivehr.com)