

PEOPLE & CULTURE / HR · CHECKLIST

Hiring Process Checklist and Interview Framework

For founders and hiring managers at small technology companies who need a repeatable, structured hiring process without a dedicated HR function.

How to use this: Use the checklist to run every hire consistently end to end, and the interview framework table to standardise what each round tests before scheduling anyone.

Before Posting the Role

- ☐ Role scorecard exists with clear outcomes and success measures
- ☐ 3-4 must-have signals for a strong candidate are agreed and written down
- ☐ Salary band and role level are confirmed internally before external conversations start
- ☐ Hiring manager and any additional interviewers are identified and briefed

Interview Round Design

Assign each round a distinct purpose so no two rounds test the same thing.

Round	Purpose	Owner	Signal It Tests
Screen	Confirm basic fit and mutual interest		
Working session	Test core skill required for the role		
Values / collaboration	Assess fit with how the team works		
Final / close	Resolve open questions and sell the role		

During the Process

- ☐ Every interviewer submits an independent rating before the group debrief
- ☐ Time-to-next-step target is set and tracked for each candidate (e.g. 48 hours)
- ☐ Candidate is given a clear, honest view of where they stand at each stage

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- ☐ Reference checks are run before a verbal offer, not after

Decision and Offer

What evidence, specifically, supports this hire against the role scorecard?

What is the one thing we're least confident about with this candidate, and how will we manage that risk if we hire them?

Who owns getting the offer out within 24 hours of a group decision?

After the Hire

- ☐ Hiring outcome (strong / mixed / weak) recorded against original scorecard at the 90-day mark
- ☐ Any pattern across recent hires (e.g. interviews well but underperforms) flagged to the hiring process owner
- ☐ Process retrospective run if two or more recent hires diverged from expectations