



# MYNDORE

EXECUTIVE SEARCH

## RESOURCES FOR EMPLOYERS

### Hiring Readiness Checklist

#### Purpose

This checklist helps employers assess whether they are truly ready to hire before entering the market. It reduces wasted time, poor candidate experience, and failed hires by ensuring clarity, alignment, and preparedness.

#### 1. Role Clarity

- Clear purpose of the role defined
- Success outcomes agreed (12–24 months)
- Scope, decision-making authority, and priorities clarified
- Key challenges and risks identified

#### 2. Stakeholder Alignment

- Hiring manager aligned on role and expectations
- Interview panel identified and briefed
- Decision-makers confirmed
- Approval process and timelines agreed

#### 3. Capability & Assessment

- Required skills and competencies defined
- Leadership or behavioural expectations clarified
- Structured interview questions prepared
- Scoring criteria or scorecards in place

#### 4. Market & Reward Readiness

- Salary benchmarked against current market data
- Total reward proposition defined
- Flexibility and working patterns agreed
- Likely competitor employers identified

#### 5. Candidate Experience

- Interview process clearly mapped
- Communication expectations set
- Feedback process agreed
- Candidate journey aligned with employer brand

#### 6. Risk Awareness

- Known misalignment risks discussed
- Counter-offer risk considered
- Notice periods and availability understood
- Onboarding readiness assessed

#### 7. Onboarding & Integration

- 90-day onboarding plan drafted
- Key stakeholders ready to support integration
- Early success measures defined

#### Myndore Insight

Most hiring failures begin before the search starts. Employers who invest time in readiness dramatically improve hiring outcomes, speed, and retention.