

Contract Hire Pre-Recruiting Checklist

Prior to starting the contract hire process – either on your own or with a recruiter – take a few minutes to work through the details. A bit of preparation in advance will speed up your hiring process. Use this checklist to help you get ready for your new hire.

✓ The Job

- What is the job title?
 - Do you have an approved budget?
 - Who will be signing off on hours and approving timesheets?
 - Have you identified a person to mentor and check in with the contractor?
 - Can you outline the projects and work?
 - Do you know how long you might need this employee?
 - Can you share why the role is open?
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✓ Skills + Experience

- What skills and experience are required?
 - What skills and experience are highly desired? Is there flexibility?
 - What specific software skills are needed? If Excel is required, what are the desired skills?
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✓ Interview + Hiring Experience

- Describe the interview process. Who from your company will be in attendance? What will their specific roles be?
 - Will you interview over the phone or in person?
 - Are you requiring background checks?
 - Do you have the final sign off on making the hire? If not, who will sign off?
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✓ Workplace

- Do you have a workstation ready for this person?
- How would you describe the culture of your company and the department?
- What types of personalities would do best in the environment?
- How many people are on the team?