

Pre-Hire Preparation Checklist

Using a proven employee pre-screening system is crucial to ensuring that your selection process works effectively. Adding employee assessments to your hiring practices (screening, interviewing/selection stage) will help you hire smarter by providing critical candidate insights (FIT = thinking, behavioral and interests) that allow you to select the right people and place them in the right roles.

Position/Department:	Office Location/Branch:
Supervisor/Manager:	Date Required:

Tasks	Status
Determine need/challenge/gap	
Hold a recruiting planning meeting (HR leader, manager/supervisor and potentially team/coworker)	
Review and prioritize key requirements needed for position and special characteristics needed by the candidate (cultural fit, cognitive abilities, behavioral traits, aligned interests, experience, qualifications)	
Create or review and update job description	
Determine salary range	
Determine recruiting approach & process (internal/external, job posting, targeted advertising & placement, support needed)	
Determine hiring timelines	
Determine selection process (who will be involved, roles, interview style & format)	
Determine applicant screening process (application submission, review process, phone interview, employee assessment (ProfilesXT , Profiles Sales Assessment), short list creation)	
Develop standardized interview questions	
Determine supporting tools/resources needed (employee assessments, recruiter)	
Post the job	
Review/screen applicants and create short list for interviewing	
Schedule interviews (arrange for interview space, confirm candidates & interview committee, employee assessment & supporting interview guide (ProfilesXT , Profiles Sales Assessment))	
Selection and offer (employee assessment (ProfilesXT , Profiles Sales Assessment), background/reference/qualifying documents checks, offer letter, job description, non-compete, confidentiality agreement)	
Plan and schedule new employee orientation & onboarding process	

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