

Hiring Process Health Check

Spot the gaps holding back your hiring and learn where to focus first.

Most Scaling Companies Assume Their Hiring Process Is Effective Until They Complete An Honest Assessment.

This tool identifies the specific gaps that cause you to lose top candidates and extend search timelines for critical roles.

As you read through each section, check the boxes for the practices you already have in place, then check your score at the end.



Role Definition

- ☐ Gather market data to inform accurate titles, salary, etc. based on location and competition
- ☐ Clearly written job descriptions with responsibilities, outcomes, and success measures
- ☐ Specifically defined 'must-have' vs. vague generalities (i.e. 'x years' experience' - in what?)
- ☐ Description of how the role supports company goals

Candidate Sourcing

- ☐ Consistent, reliable pipeline of qualified candidates (not just applicants)
- ☐ Use of multiple channels (referrals, networks, job boards, recruiters, niche platforms)
- ☐ Target passive candidates vs. reliance on applicants
- ☐ Stand out messaging to attract interest

Interviewing

- ☐ Defined and internally communicated internal recruiting processes
- ☐ Team aligned on evaluation criteria before interviewing starts
- ☐ Structured interviews with clear scoring criteria (not 'gut feel')
- ☐ Clear, detailed and welcoming interview agendas for candidates
- ☐ Use of notetaker technology for accurate evaluation
- ☐ Efficient process (no more than 4 interviews w/in 2 weeks)
- ☐ Communication of status to candidates w/in 48 hours

Offers & Closing

- ☐ Understanding of how competitive salary/benefits are for this role
- ☐ Offers presented w/in 24 hours of decision
- ☐ Standard, repeatable offer process that reduces back-and-forth

Data Capture

- ☐ Track conversion of submittals to interviews
- ☐ Track average time-to-hire
- ☐ Track time between submittal and offer of chosen candidate
- ☐ Regular data review used for recruitment process improvement

Onboarding & Retention

- ☐ 30–60–90 day onboarding plan for new hires
- ☐ Internal communication of new hires
- ☐ Managers hold structured check-ins during the first 90 days
- ☐ Measure retention at 6, 12 month and beyond for new hires

Scoring

21–26 checks:

Your hiring process is healthy. You're scaling smart.

13–20 checks:

Some things are working, but there are gaps slowing growth.

0–12 checks:

Major risks. Every slow or failed hire is costing your business real money and giving your competition a leg up.