

## **HIRING RIGHT: Step-by-Step Checklist**

### **STEP 1 – DEFINE THE ROLE CLEARLY**

Before advertising, confirm:

- What exactly do I need this person to do?
- What skills are *must-haves*?
- What behaviour/attitude is required?
- What KPIs will show they are performing?

### **STEP 2 – PREPARE A PROPER JOB DESCRIPTION**

Your JD should have:

- Core responsibilities (6–10 duties)
- Required experience and skills
- Personality/attitude expectations
- Working hours, salary range, location
- Who they report to
- KPIs or success measures

### **STEP 3 – CHOOSE WHERE TO FIND CANDIDATES**

Use multiple channels:

- Job boards (Jobberman, LinkedIn etc)
- Social media (Instagram, Facebook, Whatsapp)
- Employee referrals
- Industry communities

### **STEP 4 – SCREEN CVs SMARTLY**

Reject or shortlist based on:

- Relevant experience

- Achievements, not just duties
- Stability (no constant job hopping)
- Clear communication
- No CV fraud (dates, roles, inconsistencies)

## **STEP 5 — DO A SHORT PHONE SCREENING**

In 5 minutes, confirm:

- Salary expectation
- Communication ability
- Availability
- Basic understanding of the role

This saves time before a full interview.

## **STEP 6 — INTERVIEW WITH STRUCTURE**

Ask a mix of:

- Skill-based questions
- Behavioral questions
- Scenario questions
- Industry-specific practical tests
- Cultural fit questions

Take notes—don't rely on memory or "vibes."

## **STEP 7 — TEST THEIR COMPETENCE**

Do a practical test:

- Media person: edit a short video
- Laundry worker: demonstrate folding/handling
- IT support: troubleshooting test
- Sales: pitch a product

- Fashion: sketch or design
- Admin: write a business email

Do not hire without testing.

## **STEP 8 – CHECK REFERENCES**

Call at least two:

- Confirm job title & dates
- Confirm performance & attitude
- Ask about reliability & integrity
- Check for red flags

5 minutes of verification saves months of headaches.

## **STEP 9 – OFFER WITH A PROBATION PERIOD**

Before they start, ensure:

- Probation period is clearly stated (3–6 months)
- KPIs for probation are defined
- Expectations for the first 30 days are set
- Salary, hours, and duties are clear

## **STEP 10 – ONBOARD THE EMPLOYEE**

In the first week:

- Walk them through the business
- Train them on standards and tools
- Introduce them to the team
- Explain business culture
- Share company mission, vision and policies
- Provide a 30-60-90 day plan

## **STEP 11 — MANAGE AND MEASURE**

During probation:

- Evaluate performance weekly or biweekly
- Give early feedback
- Provide support or tools they need
- Correct issues immediately
- Decide on confirmation based on evidence

### **SUMMARY:**

**Define → Advertise → Screen → Interview → Test → Check → Onboard →  
Manage**

Hiring right is not luck—it's a process.