



Job Posting & Interview Checklist

Hire for the role you actually need filled.

BEFORE POSTING

- ☐ Role confirmed as approved and budgeted
- ☐ Job description reflects the real day-to-day, not a template
- ☐ True requirements separated from "nice to have"
- ☐ Compensation range determined ahead of time
- ☐ Posting channels chosen for where good candidates actually look

SCREENING & INTERVIEWING

- ☐ Structured questions tied directly to the role
- ☐ Same core questions asked of every candidate
- ☐ Reference checks completed before an offer goes out
- ☐ Interview questions checked against human rights grounds

MAKING THE OFFER

- ☐ Verbal offer and any negotiation handled first
- ☐ Written offer letter and employment agreement issued
- ☐ Start date and onboarding logistics confirmed