

FREE STARTER EDITION

The HR Hiring Toolkit

Three tools our recruiters use on every engagement — to help you hire faster, fairer and with fewer drop-offs. Print it, share it, use it on your next role.

1 · The 12-point hiring checklist

Lock these down **before** you open the role, so you don't restart the search halfway through.

- ☐ Role clearly justified and budget approved
- ☐ Success defined: what this hire must achieve in 6–12 months
- ☐ Must-have vs nice-to-have skills separated
- ☐ Seniority and title aligned to the market
- ☐ Salary range benchmarked and signed off
- ☐ Job description written for outcomes, not a task list
- ☐ Interview panel and stages agreed (aim for 3–4 stages max)
- ☐ Scorecard and criteria set before interviews start
- ☐ Sourcing plan beyond job boards (referrals, direct outreach)
- ☐ Candidate experience mapped: response times and communication
- ☐ Decision-maker and hiring timeline confirmed
- ☐ Offer-approval process ready to move fast

2 · Structured interview scorecard

Score every candidate on the same criteria to cut gut-feel hiring. Rate 1 (weak) to 5 (strong).

Criteria	Rating (1–5)	Notes
Role-specific skills		
Problem-solving		
Communication		
Culture & values fit		
Motivation & intent		
Overall recommendation		

3 · Offer & closing checklist

Most great candidates are lost **after** the offer. These steps keep the hire on track.

- ☐ Make a verbal offer first — gauge the reaction before paperwork
- ☐ Have the counter-offer conversation proactively
- ☐ Written offer exactly matches what was discussed
- ☐ Start date and notice period confirmed in writing
- ☐ Stay in regular contact through the notice period
- ☐ Onboarding plan ready before day one

Want the complete toolkit? Role-specific JD templates, full interview kits, salary-benchmark worksheets, onboarding plans and an offer-negotiation playbook — get in touch at career@scoutforu.com or visit www.scoutforu.com/hr-toolkit. It's included free when you partner with us on a hire.