Hiring process checklist

* Obtain necessary recruitment permissions.
* Draft a detailed job description.
* Define clear selection criteria.
* Post jobs on diverse platforms.
* Engage with potential candidates proactively.
* Develop standardized interview questions.
* Systematically review and shortlist applications.
* Organize the interview process, from scheduling to execution.
* Conduct thorough reference and background checks.
* Prepare for and conduct salary negotiations.
* Organize a comprehensive onboarding process.
* Leverage platforms like Workable to automate and streamline tasks.