

HIRING PROCESS ROADMAP

Standard Operating Procedure Template

1. PREPARATION

- Define role & create job description
- Determine salary range & benefits
- Form hiring committee
- Set recruitment timeline

2. SOURCING

- Internal job posting
- External job board distribution
- Social media/LinkedIn outreach
- Employee referral program activation

3. SCREENING

- Resume/Portfolio review
- Initial phone screen (HR)
- Technical/Skills assessment
- Shortlist top 3-5 candidates

4. SELECTION

- In-depth panel interviews
- Culture fit assessment
- Reference & background checks
- Final executive review

5. ONBOARDING

- Verbal offer & negotiation
- Official offer letter signed
- Pre-boarding paperwork
- First day orientation

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