



The 10-Phase Hiring Checklist

A step-by-step system for hiring
the right person, every time

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1 JOB ANALYSIS

- Define the core responsibilities and daily tasks for the role
- Identify the measurable outcomes this person must deliver
- List the character traits that predict success in this position
- Determine the non-negotiable requirements vs. nice-to-haves

2 THE JOB DESCRIPTION

- Write a job description focused on outcomes, not just duties
- Include salary range and benefits to attract the right candidates
- Describe your company culture honestly — attract fits, repel misfits
- Have someone outside the role review it for clarity

3 COMPENSATION

- Research market salary data for the role and location
- Define the full compensation package (salary, benefits, perks)
- Set your range before posting — know your floor and ceiling
- Prepare your response for candidates who negotiate

4 LEGAL COMPLIANCE

- Review federal and state employment laws for your area
- Ensure your job posting doesn't contain discriminatory language
- Prepare legally compliant interview questions
- Document your hiring process for consistency and protection

5 YOUR EMPLOYER BRAND

- Audit how your company appears online (Glassdoor, LinkedIn, Google)
- Prepare a compelling answer to "Why should I work here?"
- Gather employee testimonials or success stories to share
- Ensure your careers page and job listings reflect your actual culture

6 SOURCING TALENT

- Post on job boards that reach your target candidates
- Tap your network — referrals produce the best hires
- Consider passive candidates who aren't actively looking
- Set a sourcing deadline to prevent the search from dragging

7 SCREENING

- Use the 5-minute phone screen script to filter candidates
- Score every phone screen on the same criteria
- Eliminate candidates who fail knock-out questions immediately
- Advance only candidates scoring 12+ to the in-person interview

8 THE INTERVIEW

- Use behavioral interview questions that reveal character
- Score every candidate on the same 5 criteria (1-5 scale)
- Take notes during the interview — don't rely on memory
- Include at least one other person in the interview process

9 SELECTION & OFFER

- Compare candidates using scorecard data, not gut feeling
- Check references — call every single one
- Make the offer within 48 hours of your decision
- Put the offer in writing with clear start date and terms

10 ONBOARDING

- Prepare their workspace, tools, and access before day one
- Create a structured first-week schedule with clear expectations
- Assign a mentor or buddy for the first 90 days
- Schedule 30/60/90 day check-ins to catch issues early

• THE COMPLETE SYSTEM

This Checklist Is Your Roadmap. The Course Is Your GPS.

Knowing the steps is a great start. But knowing exactly how to execute each one — with templates, scripts, and scorecards — is what separates good hires from great ones.

The Hiring Academy gives you a **complete, proven hiring system** built for business owners who hire without an HR department. **500+ graduates** have used it to eliminate bad hires for good.

Each phase includes video training, done-for-you templates, and the exact scripts David has used across **25+ years** of hiring expertise.

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Hire the right person, the first time and every time.