

Sample Hiring Brief

Job Title:

Salary Range:

Team/Department:

Seniority level:

- ☐ Co-op/Intern
- ☐ Entry-level
- ☐ Junior

- ☐ Intermediate
- ☐ Senior
- ☐ Management

Stakeholders

Who is responsible for making a hiring decision (*hiring manager*)?

Who is responsible for managing the hiring process (*hiring lead*)?

Who is responsible for evaluating assignments submitted (*panelists*)?

Who is responsible for conducting interviews (*interviewers*)?

Who is responsible for conducting 1-on-1s once hired (*team lead*)?

Who is responsible for onboarding (*buddy*)?

Job Purpose

(Sum up the purpose of this position in 5 sentences or less!)

Job Requirements (Scorecard)

Required:

(These are *MUST* haves. A candidate must meet all requirements for consideration.)

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Highly Desired:

(These are *SHOULD* haves. A candidate should meet some or most for consideration.)

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Bonus:

(These are *NICE* to haves. An ideal candidate has these, but others will still be considered.)

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Soft Skills (standard for any position—feel free to mark off if you have any top preferences):

- | | |
|---|---|
| <input type="checkbox"/> Communication (Written and Verbal) | <input type="checkbox"/> Efficiency |
| <input type="checkbox"/> Organized | <input type="checkbox"/> Intelligence (Critical Thinking) |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Proactivity and Hustle |
| <input type="checkbox"/> Creativity and Innovation | <input type="checkbox"/> Achiever |
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Self-starter |

Skill/Technical Assessment

We require a skills or technical assessment for all positions. Ideally, the task should take less than 4 hours to complete. Positions will not be posted until an assessment has been received. Remember to specify how many days the candidate should be allotted to complete the assessment.

Please include a link to or a description of the assignment below:

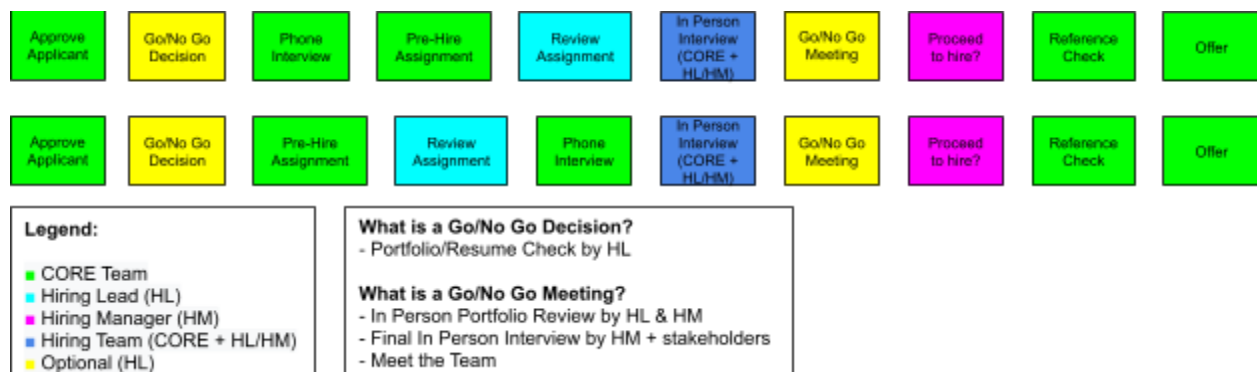
Assignments **must** be reviewed by the hiring lead or review panel within 24 hours to provide timely responses and proceed to next steps.

Hiring Workflow

To create a great candidate experience, we work to create an efficient and effective topgrading process to assess for skill, culture fit and role-specific requirements.

Which hiring flow best aligns with your expectations (1 or 2)? Are there any steps you would like to add or omit based on your decision? Why?

For ALL hiring steps, we suggest providing clear, concise feedback. What did you like or not like about their resume/assignment/interview? What should we look for or dive into deeper during next steps? Candidates will ask for feedback if they are rejected so the more information we can provide (in a constructive way), the better :)



Hiring Team Brief (Additional Recruiting Points)

When interviewing for this position, what else do you feel is important to know or identify?

(Consider: What will they be working on as a member of your team? What do you want us to highlight when discussing this role? What would be considered a red flag? Personality type?)