Here are some (very) basic recruiting approvals and tracking processes. A separate appendix goes into more details on the interview process.

- **Budgeting process for roles** - Budgeting for roles can be very simple and consist mostly of informal conversations with the CFO and leadership team. The keys here are to make sure you are hiring the right roles and to make sure that the team is aligned on prioritization. (I always try to talk about ‘roles’ and ‘people’ rather than ‘headcount’ to remind us always that we are talking about people.)

- **Simple job descriptions for each role**. Develop a template that talks about the company and the employee value proposition, and then guide the hiring manager to determine what they really need. Use an online tool that reviews your template for biased language. (Text.io is a tool that I like.)

- **Recruiting tracker** - if you can afford a simple Applicant Tracking System (ATS), get one. If not, a shared spreadsheet will work. Keep track of open roles, candidates you’ve interviewed, and feedback and decision-making around the candidate process. You also need to be really organized so that you can effectively manage communication with candidates. It’s a lot of data, and much easier with an ATS.

- **Collaboration with stakeholders**. Make sure that you talk with IT and Finance regularly so they know when to expect new hires. IT will be more proactive in getting equipment set up and FInance can manage their budgeting more effectively. We had a New Hire checklist that the manager completed for each new hire to ensure they were setup with the right systems and equipment.