

Hiring Readiness Scorecard



Tick each box to assess if your company is ready to go to market for a new hire. The higher your score, the more likely you'll hire effectively and fast.

Section	Checklist Item	Tick (✓)
1. Clarify the Business Needs	What problem is this hire solving?	
	Is it a replacement, growth, or capability hire?	
	What should this person deliver in the first 6–12 months?	
2. Check Internal Options First	Can existing employee be promoted or trained?	
	Can responsibilities be restructured instead of hiring?	
	Is this role still needed in its current form?	
3. Align Stakeholders	Who has the final hiring decision?	
	Are all decision-makers agreed on the role's priorities?	
	Have we defined 'must-have' vs 'nice-to-have' skills?	
4. Define the Role Requirements	List the core skills and experience essentials for success	
	Identify necessary qualifications or certifications.	
	Outline soft skills and cultural fit traits.	
5. Test Against Market Reality	Is the salary and benefits package competitive?	
	Are our location/remote requirements realistic?	
	Is our timescale for hiring achievable?	
6. Draft a Fresh Job Description	Write from scratch (Not copy and paste)	
	Include role purpose, key responsibilities, and success measures.	
	Describe company culture and team environment.	
7. Prepare the Hiring Process	Agree on the interview stages and assessment methods.	
	Decide who will interview and what each stage will cover.	
	Prepare interview questions linked to the role requirements.	
8. Lock the Brief	Get final sign-off from all stakeholders before advertising.	
	Avoid changing requirements mid-process unless absolutely necessary	

Scoring: Give yourself 1 point for each box ticked. 20+ points means you're highly ready to hire; below 15 means review gaps before going to market.

Contact us:

Call: 01442 874884

Email: mail@enterpriserecruitment.com

Website: www.enterpriserecruitment.com