

Hiring & Interview Planning Worksheet

A one-page planning tool for structured, fair, and predictable hiring.

1. Role & Ownership

Position: _____
Hiring Manager: _____
Final Decision Maker: _____

2. Candidate Batch

Applications Received: _____
Candidates Screened: _____
Interview Batch Size: _____
Reserve Candidates: _____

3. Decision Framework

What skills, experience, and behaviours define success?

4. Hiring Timeline

Screening Complete: _____
Interview Start: _____
Interview End: _____
Decision Date: _____

5. Candidate Experience

Timeline communicated to candidates:

6. Readiness Checklist

- Interviewers assigned
- Evaluation criteria agreed
- Feedback process defined
- Offer approval process defined

Notes: