

# Hiring Readiness Checklist

**Before you post the job, confirm these are true:**

## The Role is Clear

- We can name the real need we're solving (not just "we need a person").
- Responsibilities + schedule are accurate and realistic.
- Must-haves vs. trainables are defined.

## The Offer is Honest

- Salary range is approved + ready to share.
- Benefits + contract days + required commitments are clear.
- Expectations match compensation and workload.

## The Support is Real

- Supervisor is assigned and has time to support.
- Onboarding plan exists for the first **2 weeks**.
- Coaching rhythm is set (check-ins + feedback loop).
- Coverage plan exists for absences/emergencies.

## The Process is Tight

- Timeline set: post → interview → decision → offer date.
- Interview team knows what "fit" means here.
- Questions match the role (not generic).
- Demo/performance task is included.
- Reference questions are ready and consistent.

## The Close is Ready

- Offer letter/contract can be sent within **48 hours**.
- Start date + training/support plan are confirmed.

## ★ Quick Score (10 points total)

**9-10:** ready to hire 

**6-8:** fix gaps before posting

**0-5:** pause — hiring now will create churn

## Want hiring support?

MatchHub + Matchmaking ·  
[montessorimakersgroup.org](http://montessorimakersgroup.org)