

# 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](https://montessorimakersgroup.org)