

# A 12-POINT CHECKLIST FOR **HIRING IT TALENT**



Clearly define the job responsibilities, skills, and qualifications needed for the IT position.



Develop a concise and enticing job description that highlights the role's responsibilities and the benefits for potential candidates.



Post the job advertisement on relevant job boards, industry-specific platforms, and social media channels to attract a diverse pool of candidates.



Carefully review resumes to evaluate applicants' relevant experience, education, and skills in line with the job requirements.



Conduct initial phone interviews to introduce the organization, assess the candidate's communication skills, and discuss their qualifications further.



Select qualified candidates and schedule in-person interviews to delve deeper into their experience, problem-solving abilities, and cultural fit.



Develop a technical assessment or test to evaluate candidates' proficiency in relevant IT skills and technologies.



Evaluate candidates' soft skills, such as communication, collaboration, and problem-solving abilities, to ensure they are a good fit for the team.



Contact provided references to gain insight into the candidates' past performance, reliability, and work ethic.



Assess how well candidates align with the organization's values, work environment, and team dynamics to ensure a positive fit.



Provide a competitive comp plan that reflects the candidate's skills, experience, and market value for the position.



Develop an onboarding program to ensure a smooth transition for new hires with training, introductions to key team members, and clarification of job expectations.