

Hiring & Onboarding Toolkit — Read Me First

Hire better people with less stress, then onboard them so they perform fast and stay longer.

This toolkit is designed for NZ SMEs who want to reduce hiring mistakes and build a simple, repeatable process.

Outcome (what you'll have completed)

- A clear job ad that attracts the right people.
- A structured interview + scorecard (so hiring is objective).
- A reference check script (no awkwardness).
- An offer and pre-start checklist (so nothing is missed).
- A 30/60/90 onboarding plan + tracker (so the new hire becomes productive quickly).

Time needed

Task	Time
Write/refresh your job ad	20–30 min
Set interview questions + scorecard	20–30 min
Run 2–5 interviews (structured)	Varies
Reference checks + offer checklist	15–30 min
Set up onboarding plan + tracker	30–45 min

Step-by-step (do this in order)

- Complete the Job Ad template (keep it honest and specific).
- Use the Interview Guide + Scorecard for every candidate.
- Do reference checks before offering (use the script).
- Run the Offer & Pre-Start checklist (paperwork + expectations).
- Use the 30/60/90 plan + onboarding tracker from Day 1.

Hiring rules that prevent bad hires

- Don't hire for 'nice'. Hire for values + competence + attitude.
- Always test reliability: past attendance, reasons for leaving, consistency.
- Score the candidate immediately after interview (not later).
- If it's not a clear 'yes', it's a 'no'.