

SBNZ Pathway #4 — People + Hiring (60-Day Plan)

Hire better, onboard faster, and lift team performance with clear expectations.

Who this pathway is for

- You're short staffed or carrying underperformers.
- Hiring has been painful (wrong fit, time-wasters, churn).
- You want structure: role clarity, screening, onboarding, and accountability.

What you should achieve

- Clear role briefs and scorecards for key roles.
- A repeatable hiring process (ad → screen → interview → reference check).
- A 30-60-90 onboarding plan that reduces churn.
- A basic weekly rhythm for performance and communication.

Step-by-step plan

Phase	What to do	Time	Notes
Week 1	Define role brief + scorecard for your most urgent role.	60m	Decide what 'good' looks like first.
Week 2	Write and post the ad; run phone screens; shortlist.	1–2h	Move fast; keep momentum.
Week 3	Structured interviews + reference checks; make offer.	2–3h	Use the scorecard; avoid 'gut feel' only.
Week 4–8	Onboard using 30-60-90 plan + weekly check-ins; tighten expectations.	30m/week	Early coaching beats late discipline.

Use these SBNZ resources

- 003.3 Hiring & Onboarding Toolkit (start with Read Me First).
- 003.9 People + Hiring Toolkit (performance, expectations, culture basics).

- 003.18 Recruitment Ads + Interviewing Toolkit (ads, phone screen, interview guide, references, onboarding).
- 003.4 Weekly Rhythm + KPI Toolkit (team cadence, accountability).
- 003.17 AI Productivity Toolkit (draft job ads, interview questions, onboarding comms).

Common pitfalls to avoid

- Hiring fast without role clarity (creates churn).
- Skipping reference checks (or asking soft questions).
- No first-week structure (new staff drift).
- Avoiding performance conversations until it's too late.

Simple KPIs to track

- Time-to-hire (days).
- Interview-to-offer conversion (are you shortlisting well?).
- 90-day retention rate.
- Rework/callbacks linked to training gaps.
- Weekly check-ins completed (yes/no).