

Hiring Plan + Timeline

Run hiring like a project — with dates, owners, and checkpoints.

Step 1: Confirm the role and need

- What problem is this role solving? _____
- What happens if we don't hire? _____
- What does success look like in 90 days? _____

Step 2: Where will candidates come from? (pick 2–3)

- Referral from current team / customers
- Facebook / Instagram
- Seek / TradeMe Jobs / Indeed
- Local community groups
- Recruiter (only if needed)
- Apprenticeship / training provider

Step 3: Timeline and owners

Milestone	Target date	Owner	Status
Role scorecard finalised			
Advert written + posted			
Applications reviewed (shortlist)			
Interview 1 complete			
Interview 2 / practical test			
Reference checks complete			
Offer made			
Start date			

Step 4: Practical test (optional but powerful)

- A short, realistic task that matches the job (30–60 minutes).
- Score on: quality, safety, speed, communication, tidy-up.

- Tell candidates upfront so it feels fair.