

Strategic Recruiting Checklist

A weekly cadence for running a disciplined search.

BEFORE THE SEARCH OPENS

Step 1 - Define what winning looks like.

The search does not open until a written definition of winning exists. Every intake conversation produces one document: what must this person produce at 90 days, 6 months, and 12 months to be considered successful?

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DURING THE SEARCH

Step 2 - Run a business-driven intake process.

Intake meetings focus on the outcome a hire must deliver - not on tasks and job duties. Every intake answer maps back to the definition of winning.



Ask:

wha
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es s
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role
look

like
after
6
months?



Ask:

how
will
this
position
impact
team
performance
and
the
business?

 Confirm
that
candidate
evaluation
criteria
focus
on
behavior
s, competencies
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performance - not credentials.

☒ Define what separates consistent performers from averages in this specific role.

☒ Use market data to confirm compensation is at or above the range

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AT THE DECISION

Steps 3-6 - Hold the standard through the offer.

The discipline in the final phase - tolerance, standards, and performance - is where most searches fail. The bar was written. It must hold.

☒ Review candidate evaluation standards against the written definition of winning - not against each other.

☒ Are candidates being assessed for cultural fit (comfort) or role alignment?

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Is there
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that sets
the hire
up against
their
90-day
milestone?



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running
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against
the definition
of winning
, or running
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The standard does not bend at the end of the quarter.

If urgency has bent the screen, document it and treat the hire as a risk to monitor. Never pretend the exception did not happen.

The numbers behind the method.

60%+

Fortune 500 companies trust us with executive selection

85%

First-year retention on placed executives

1999

The year Steve Lowisz founded Qualigence
