



INTUITIVE TA

# 7 THINGS TO ALIGN BEFORE YOU OPEN A ROLE

BECAUSE "WE'LL KNOW THE RIGHT PERSON  
WHEN WE SEE THEM" IS NOT MUCH OF A  
HIRING STRATEGY.

What needs to be achieved?  
- [A list of high-level project goals]  
- [Deliverable timelines]  
What gap are we solving?  
- [Identifying missing skill sets or roles]  
- [Addressing business bottlenecks]  
- [Market demands]

What happens if we don't hire?  
- [Impact on team workload]  
- [Potential revenue losses]  
- [Project delays]  
- [Competitive disadvantage]

Job description  
- [Define required experience, e.g., 5+ yrs product management]  
- [Core competencies, e.g., leadership, technical depth]  
- [Key responsibilities]  
- [Specific technical skills (e.g., Python)]

SWIPE FOR MORE



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# WHY DOES THIS ROLE EXIST?

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Start with the business problem.

Ask:

What needs to be achieved?

What gap are we solving?

What happens if we don't hire?

A job description describes the role.

The hiring brief should explain the reason for it.

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# WHAT DOES SUCCESS LOOK LIKE?

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Define the outcomes before defining the candidate.

Agree on:

- What should they achieve in 3 months?
- What should they own?
- What would make the hire successful after 12 months?

This gives everyone something tangible to assess against.

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## SEPARATE ESSENTIAL FROM DESIRABLE

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Write down the *genuine* requirements.

Then divide them into:

**A. *MUST HAVE:***

Skills or experience the person genuinely needs from day one.

**B. *CAN DEVELOP:***

Capabilities that can reasonably be learned after joining.

A long wish list can make a perfectly capable candidate look unsuitable.



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## AGREE HOW YOU'LL ASSESS THEM

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Decide what good looks like before the interviews begin.

For each requirement, agree:

- *What evidence are we looking for?*
- *Which interview question will test it?*
- *Who is assessing it?*
- *How will we score it?*

Consistency makes hiring decisions easier to defend.

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## DECIDE WHO DECIDES

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Clarify the decision-making structure early.

Who:

- Interviews?
- Recommends?
- Challenges?
- Approves?
- Makes the final decision?

Five interviewers do not automatically make five good decisions.

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# SET THE DECISION TIMELINE

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Candidates have timelines too.

Agree upfront:

- Interview feedback: within \_\_\_\_ days
- Final decision: within \_\_\_\_ days
- Offer approval: within \_\_\_\_ days
- Target start date: \_\_\_\_

A recruitment process without decision deadlines is surprisingly good at creating them anyway.

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## AGREE WHAT HAPPENS WHEN THE MARKET DISAGREES

You may discover that the ideal candidate doesn't exist within the agreed salary, location, skills or experience parameters.

Decide in advance:

- *What can flex?*
- *What cannot?*
- *Who makes that call?*

This prevents the brief from changing every time a candidate is presented.





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# BEFORE THE ROLE GOES LIVE...

Ask the hiring manager:

*"If I showed you three candidates tomorrow, could you clearly explain why one should be hired over the others?"*

If the answer is unclear, the brief probably needs more work.

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# SAVE THIS FOR YOUR NEXT HIRING INTAKE

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A strong hiring process starts before  
sourcing.

Clear outcomes.  
Clear criteria.  
Clear ownership.  
Clear decisions.

That gives your recruiter something much  
more useful than a job description.

FOLLOW INTUITIVE TA FOR MORE