

XREF

# The Smarter Hiring Checklist

A detailed guide to confident, compliant, and insight-driven recruitment



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# A detailed guide to confident, compliant, and insight-driven recruitment

Hiring always feels urgent. Someone resigns, growth takes off, and your team is stretched thin. The instinct is to move quickly, but without preparation you risk slow timelines, mismatched candidates, and poor hiring decisions. This checklist gives you everything you need to get hiring-ready, with Xref built in to streamline checks, cut delays, and give you confidence in every hire.

# The ultimate checklist for recruitment success

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## Start by locking in the role details

- ☐ Confirm the role title, reporting lines, and seniority
- ☐ Define must-have vs. nice-to-have skills
- ☐ Set realistic salary ranges and benefits upfront
- ☐ Outline hours, location, and flexibility

### Xref Tip:

These details become the benchmark for reference and background checks, making insights more meaningful.



## Map out your recruitment timeline

- ☐ Draft a clear hiring schedule. Include job ad go-live, application close date, screening period, interview stages, references, background checks, and offer window
- ☐ Pre-book interview blocks in team calendars
- ☐ Assign owners for each stage to avoid delays
- ☐ Include a sign-off step for offers

### Xref Tip:

Build in time for automated checks. Xref delivers verified insights in hours instead of days, keeping your timeline on track.

## Assemble and align your hiring team

- ☐ Assign who will handle screenings, first interviews, technical rounds, and final decisions
- ☐ Share candidate profiles, scoring criteria, and interview guides
- ☐ Standardise scoring to ensure fairness and reduce bias
- ☐ Xref Tip: Centralised reference insights combined with structured interview feedback speed up decisions and reduce risk.

## Prepare your job ad

- ☐ Use clear job titles, not jargon
- ☐ Keep responsibilities to 5–7 key areas
- ☐ Separate essential skills from desirable ones
- ☐ Highlight EVP: flexibility, culture, benefits, and growth opportunities
- ☐ Check wording for inclusivity and compliance

## Choose the right channels

- ☐ Post on key job boards and LinkedIn
- ☐ Share on your careers page and social media
- ☐ Tap into niche job boards for specialist roles
- ☐ Promote internally to capture referrals
- ☐ Xref Tip: Add reference insights to talent pools so you can rehire strong candidates quickly in the future.

## Get compliance and record-keeping right

- ☐ Prepare right-to-work and police check requirements
- ☐ Store candidate data securely in one system
- ☐ Draft consent forms for references and checks
- ☐ Confirm your recruitment process complies with workplace laws and anti-discrimination standards

### Xref Tip:

Xref provides auditable, compliant reference and background checks that protect your organisation.



## Standardise your interviews

- ☐ Draft structured interview questions for each stage
- ☐ Create scoring sheets for technical skills, culture fit, and values alignment
- ☐ Draft rejection and next-step email templates in advance
- ☐ Keep interviews back-to-back where possible to improve comparison

## Prepare reference and background checks

- ☐ Draft structured reference questions in advance
- ☐ Decide who owns reference collection and review
- ☐ Confirm background check requirements before final rounds
- ☐ Store all insights securely for compliance

### Xref Tip:

With Xref, references and background checks are collected automatically, providing unbiased insights you can trust.

## Finalise your offer

- ☐ Draft offer templates with salary, terms, and start dates
- ☐ Confirm approval responsibilities before you reach the offer stage
- ☐ Share clear timelines and onboarding details with the candidate
- ☐ Move fast to avoid losing talent to competitors

## Go live with confidence

- ☐ Finalise and approve the job ad with key stakeholders
- ☐ Launch across your chosen channels and networks
- ☐ Monitor early applications and respond quickly
- ☐ Keep communication frequent to maintain candidate engagement





# Hire the **right** candidate every time **with Xref**

Xref is the easiest way to make data driven HR decisions - hire with confidence, build culture with clarity, and turn attrition into retention.

[Book a demo](#)

