

THE FIRST 90 DAYS

Hiring Manager Checklist

By Talent Solutions Group

Here's your practical checklist for leading recruitment with intent - whether you've just stepped into a new role, taken on a new team, or you're revisiting your hiring approach.

DAYS 1–30: ALIGN & DIAGNOSE

- Meet key team members: understand the pressure points
- Review current team structure and skills gaps
- Identify any mis-hires or churn risks
- Audit open roles, pipeline, and recruiting partners
- Get crystal clear on what great looks like in each role

DAYS 31–60: BUILD & BRIEF

- Finalise and prioritise open roles with clear business cases
- Challenge every job brief: must have vs. nice to have
- Create scorecards for assessing talent consistently
- Align with your recruiter or TA partner - no guesswork
- Set realistic but fast timelines - talent won't wait

DAYS 61–90: ACT & EMBED

- Interview with intent - think fit, not just function
- Close with speed and care - candidate experience is your brand
- Collaborate on onboarding from day one
- Debrief after every hire: what worked, what didn't?
- Start succession planning now, not later

BONUS TIP:

One hire can make or break your year.

Treat every brief like it's a business critical decision - because it is.

Use this. Bring it to your next hiring meeting.

Smart hires start with clear plans.

