



# HIRING PROCESS WORKSHEET

Early Education Business Consultants Handout

THE STEPS	ACTION TO TAKE	TOOL TO USE	WHO?	TIME
<b>Step 1:</b> Create or Update Job Description				
<b>Step 2:</b> Create and Post Job Ad				
<b>Step 3:</b> Review & Screen Applicants				
<b>Step 4:</b> Conduct Standardized Interviews				
<b>Step 5:</b> Check References				
<b>Step 6:</b> Make an Offer				
<b>Step 7:</b> Complete Paperwork				