



NEW HIRE FORM

New Hire Form – Template Introduction

Hiring the right person is one of the most critical decisions in a scale-up journey—and it deserves both structure and intention.

This **New Hire Form** is designed to inspire that process. While the form may look comprehensive, it should be seen as a flexible starting point. Every company - and every role - is different, so we encourage you to adapt the template to fit your own culture, stage, and needs.

Completing the form should take about an hour, and that investment of time can pay off significantly by increasing alignment, reducing hiring risk, and setting the new hire up for success. Even if some questions seem obvious, writing them down often sparks deeper clarity and better decision-making.

The form is especially useful for:

- Structuring internal hiring conversations
- Briefing external recruiters or search firms
- Ensuring that executive leadership and hiring managers are aligned before moving forward

Use this as a tool to **slow down just enough to hire right**—and to build a stronger, more scalable team.



NEW HIRE FORM

Job Title: xxx	Level: [use levels reference from your HR/people system]	Employment Type: [full time/part time/student]
Hiring Manager: xxx	Preferred start date: [use levels reference from your HR/people system]	Type: New hire or replacement Budgeted/Not budgeted
Recruitment type: [Inhouse selection, external search/selection, headhunting]	Personality test: [Yes/No/Specify which profiling tool to be used]	Estimated recruitment cost: [HR to fill in?]

Overall purpose and need for the position (bullet points):

- xxx

Job Description:

xxxx

Core Responsibilities (bullet points):

- xxx



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Skills/Experience:		
Must-Haves:		
Nice to have:		
Can be trained:		
Culture fit requirements:		
Years of experience:	Education requirements:	
Target companies/universities/organizations:		
Known candidates to consider: xxx - LinkedIn profile link		
Project Involvement:	Role:	% Involvement
Compensation		
Range:		
What does success look like in this role?		



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How will you measure or define success?
What will the person achieve in this role?
What would make the hire not a good fit?
What is in it for the candidate?
Career development opportunities for the candidate?
Timelines and process
Approval for recruitment process initiation:
Target for first set of candidates to review:
Target date for decision-round interviews:
Target date for contract signing.
Hiring committee and interviewers:
Onboarding responsible:
Selection Criteria:
Other notes:

Approved by	Date
Hiring Manager	
HR/People	
Executive Team representative	