

Companion template for the official *friso.lol* guide on hiring. See blog post here: <https://friso.lol/the-official-frisolol-guide-to-hiring.html>

Outline for each activity, what are the commitments toward the next step and what level of information is expected to be present on both sides of the conversation. It should at all times be ultimately clear where a candidate stands, what the expectations are on either side, and what comes next.

<insert role name here> Hiring Procedure

Procedure Activities and Candidate Statuses

E.g.

- Acquisition → Lead
- Candidate Review → Qualified Lead
- Introductory Conversation → Qualified Candidate
- Technical Interview → Hiring Prospect
- Take Home Assignment Presentation and Evaluation → Verified Hiring Prospect
- Offer → Colleague

Hiring Procedure Steps and Success Outcomes

Example from a software engineering hiring setup. This is by no means meant as a guide for all roles; make up your own. As long as you are conscious of a) the mutual commitments that are expected at each step, and b) the information that comes out of each step.

When	Candidate Status	Our Commitment for Next Step	Candidate's Commitment for Next Step	Candidate Knows Prior to Next Step	We Know Prior to Next Step
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Post acquisition	Lead	Timely review and communicate outcome	None	Job Description	Candidate's CV and public profiles
Post review	Qualified lead	Schedule intro call	Twenty minutes time investment for intro call	Engineering Notes	On paper quality of match
Post intro call	Qualified candidate	One hour interview with two employees Timely and structured feedback on interview	Time investment for interview Potential interview preparation time	High level hiring criteria Technical interview outline / expectations Entire hiring procedure steps	Confidence in candidate's profile accuracy Candidate's career intentions / short term professional intentions
Post interview	Hiring prospect	Schedule Take Home Assignment THA review Two hour THA evaluation session	Eight to ten hours THA effort Two hour THA evaluation / presentation sessions	Everything asked during interview THA contents	Candidate scoring based on structured interview
Post THA review	Verified hiring prospect	Make offer		Offered terms and position	

Post signing	Colleague	Salary	Work		
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