CLI Checklist

The checklist below provides a step-by-step guide through the stages and resources included in the Council Leadership Initiative.

Pre-Recruitment

- ☐ Complete the *Council Readiness Assessment*. Please note – there are two versions available, one for ED-level recruitments and another for all other staff recruitments.
- ☐ Read the *Collaborative Hiring Guide*.
- ☐ Assemble hiring team.
  - o (If an ED-recruitment) Identify hiring lead.
  - o Read *Building an Inclusive Job Description*.
- ☐ Draft the job description. *Optional*: download the job pack corresponding to the position you're recruiting to access a job description template.
- ☐ (Hiring Lead) Submit job posting via the CLI Submission Form.

During Recruitment

- ☐ Use the *Timeline Generator* to draft the schedule for the recruitment. Hiring team members should coordinate schedules and proactively schedule time during identified activities/stages.
- ☐ Use the *Candidate Review Matrix* from the job pack to select interview questions. Add other interview questions submitted by the hiring team and council staff.
- ☐ Follow the *Calendly – Interview Scheduling Tool* guide to set up a free Calendly account to use for scheduling interviews. (Hiring lead)
- ☐ Watch *BambooHR Recorded Walkthrough*.
- ☐ Conduct recruitment activities outlined in timeline generator, including candidate assessments, interviews, and selection.

Post-Recruitment

- ☐ Complete a CLI Closing Form to close out the recruiting process.