Council Leadership Initiative (CLI) Checklist

The checklist below can act as a step-by-step guide through the stages and resources housed under Recruitment and Hiring Resources on the Council Portal.

Having trouble getting started? Book time with a specialist through CLI Office Hours!

Preparing to Recruit

- ☐ Complete the appropriate Council Readiness Assessment
  - ◊ Leadership recruitments: ED Recruitment – Council Readiness Assessment
  - ◊ All other recruitments: Staff Recruitment – Council Readiness Assessment
- ☐ Read the Collaborative Hiring Guide
- ☐ Confirm your hiring team
  - ◊ Hiring manager
  - ◊ (Optional) hiring collaborator(s)
- ☐ Read Building an Inclusive Job Description
- ☐ Draft the job description
  - ◊ If applicable, review the Executive Director Job Description Template
- ☐ Complete the CLI Submission Form

Managing Your Recruitment

- ☐ Watch the Welcome Walkthrough, Pinpoint video
- ☐ 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
- ☐ Follow the Calendly – Interview Scheduling Tool guide to set up a free Calendly account to use for scheduling interviews

Closing Your Recruitment

- ☐ Submit this CLI Closing Form
- ☐ Submit this Incoming Staff Form

Remember: GOTR HQ is here to support you throughout the recruitment process. We're excited to support your council as you prepare to welcome your next teammate!

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