



## McHugh-Beacom Executive Recruiting Checklist

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- ☐ *Define* position performance and background requirements
- ☐ *Research* position needs of hiring organization
- ☐ *Establish* salary range
- ☐ *Establish* screening criteria for candidate selection
- ☐ *Write, Revise, & Approve* position description
- ☐ *Write & Approve* recruiting advertisement copy
- ☐ *Prepare* list of advertising media to place recruiting ad
- ☐ *Place* recruitment advertisement in selected media
- ☐ *Screen* resumes received against position criteria
- ☐ *Conduct* video & phone interviews with qualified candidates
- ☐ *Write* interviewee summary reports rating and evaluating candidates
- ☐ *Recommend* candidates for potential follow up- interviews
- ☐ *Evaluate & Rate* top finalists for each position
- ☐ *Develop* back-up list of finalist candidates
- ☐ Write “rejection” letters or call “rejected” candidates
- ☐ *List, Organize, and Archive* all resumes received

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- I-1, *McHugh Interviews McHugh on Consulting*, 2013, revised
- I-11, *McHugh Interviews McHugh on Executive Recruiting*, 2011

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PM - 86 — 9/9/20 JAF,