



Hiring Process Checklist

A Practical Guide for Navigating the Hiring Process Strategically & Professionally

How to Use This Resource

This checklist is designed to help you navigate the hiring process more strategically, thoughtfully, and confidently throughout your transition process.

The goal of this resource is not to create pressure or perfection, it's to help you:

- stay organized
- reduce overwhelm
- approach opportunities intentionally
- and better understand the different stages of hiring.

Not every section will apply to everyone immediately. Some of you may already be interviewing, while others may still be exploring roles, networking, or refining materials. Use the sections most relevant to your current stage and revisit the checklist as your process evolves.

Use this resource alongside:

- your resume/CV
- LinkedIn
- portfolio/work samples + website
- AI support prompts
- and HR Transition work series materials/notes

BEFORE YOU START APPLYING

Clarify Your Direction

- Identify the types of roles you are targeting
- Identify industries/organizations of interest
- Define your non-negotiables
- Identify your strongest transferable skills
- Clarify how you want to position yourself professionally

Update Professional Materials

- Update resume
- Update LinkedIn profile
- Update (or create) portfolio/work samples (if applicable)
- Ensure resume and LinkedIn align (and all other platforms)



- Export resume as PDF
- Ensure hyperlinks work properly
- Create/refresh professional email signature (BSRI Ops support if doing so on work email as well)

Organize Your Search

- Create a job application tracking system (if where you are applying doesn't already have it; e.g. LinkedIn)
- Save master resume copy (or copies if you have more than one format)
- Create tailored resume versions as needed
- Save copies of job descriptions before they disappear online
- Track networking contacts and follow-ups

BEFORE YOU APPLY TO A ROLE (ONCE THE SEARCH HAS BEGUN)

Review the Job Description Strategically

- Identify key themes/keywords
- Separate "required" vs "preferred" qualifications
- Identify transferable skills that align
- Research organization/mission/culture
- Identify why the role interests you specifically

Tailor Your Materials

- Adjust summary/profile section
- Tailor keywords and relevant experience
- Prioritize most relevant accomplishments
- Update cover letter if applicable
- Ensure materials support a clear narrative

Leverage Relationships

- Check for mutual connections
- Reach out to network when appropriate
- Explore referral opportunities
- Research hiring manager/team if possible

INTERVIEW PREP

Research & Preparation

- Review the organization's website and mission
- Understand the role responsibilities clearly
- Research leadership/team if relevant
- Prepare examples/stories from your experience



- Review your own resume thoroughly
- Practice speaking responses aloud

Prepare Key Interview Topics

- “Tell me about yourself”
- Strengths and transferable skills + Weaknesses
- Challenges/conflict examples
- Leadership/collaboration examples
- Why you’re interested in the role
- Why you’re transitioning/leaving
- Salary expectations (if applicable)

Prepare Questions for the Employer

- Team culture and collaboration
- Success metrics/expectations
- Management style
- Growth opportunities
- Current challenges/opportunities in role
- Onboarding/process questions

DURING THE INTERVIEW PROCESS

Evaluate the Organization Too –

Green Flags

- Clear communication
- Organized process
- Respectful scheduling
- Transparency
- Thoughtful responses
- Clear expectations

Red Flags

- Chaotic communication
- Lack of clarity around role
- Unrealistic expectations
- Avoidance around compensation/culture
- Disrespectful interactions
- Constant rescheduling/disorganization



Stay Organized

- Track interview stages/timelines
- Save interviewer names/titles
- Document follow-up tasks
- Keep notes after interviews
- Track questions or concerns that arise

AFTER THE INTERVIEW

Follow-Up

- Send thank-you email within 24 hours
- Reflect on what went well
- Identify areas to improve for future interviews
- Track follow-up timing
- Continue applying/networking while waiting

REFERENCES & RECOMMENDATIONS

Prepare References Strategically

- Identify references intentionally
- Ask permission before listing
- Provide updated resume
- Share role/job description
- Remind references of projects worked on together
- Highlight strengths/skills to emphasize

OFFERS & NEGOTIATION

Evaluate the Full Opportunity

- Compensation
- Benefits
- Flexibility
- Workload expectations
- Growth opportunities
- Leadership/team dynamics
- Culture and alignment
- Long-term sustainability



Negotiation Preparation

- Research compensation ranges
- Clarify priorities/non-negotiables
- Prepare collaborative negotiation language
- Consider negotiating beyond salary: e.g.
 - PTO
 - title
 - flexibility
 - start date
 - professional development
 - hybrid/remote structure

TRANSITION PLANNING

Transition Professionally

- Consider timing thoughtfully – with current and new employer
- Communicate professionally
- Plan knowledge transfer/documentation with current employer (feed into off-boarding plan)