

Hiring Timeline Template

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

Use this template to develop a timeline for filling a Flex staff position. Customize this template by editing the tasks to match your organization's hiring process.

Position:

Task	Start Date	End Date	Person Responsible	Needed Resources (information, people, etc.)
Form hiring team				
Work with hiring team to identify job requirements and desired candidate characteristics				
Update job description				
Work with HR department to determine salary range				
Reserve time on hiring team's calendars for interviews				

Work with hiring team to develop interview questions and candidate evaluation process				
Post job opening				
Reach out to potential candidates and other contacts to inform them of the open position				
Work with hiring team to review resumes/applications and choose interviewees				
Schedule interviews				
Conduct interviews				
Work with hiring team to review interview evaluations and choose best candidate				
Develop job offer and share with chosen candidate				

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