# CHECKLIST FOR IMPLEMENTING SKILLS-BASED HIRING

## EVALUATE YOUR CURRENT HIRING PROCESSES

- [ ] Ensure the application is easy and clear. Remove unnecessary steps.
- [ ] Check for clarity, accuracy, and inclusive language in job descriptions.
- [ ] Review the number and type of interviews. Ensure they gather needed insights.
- [ ] Check how hiring decisions are currently made – data vs. subjective opinions.
- [ ] Compare time-to-hire, cost-to-hire, and retention rates to industry benchmarks.

## GET BUY-IN FROM STAKEHOLDERS

- [ ] Focus on convincing key leaders like the head of HR or CEO first.
- [ ] Use data and success stories to show the benefits of skills-based hiring.
- [ ] Educate the hiring team on skills-based hiring and run practical exercises.
- [ ] Start with a pilot program to demonstrate the benefits of skills-based hiring.

## WRITE SKILLS-BASED JOB DESCRIPTIONS

- [ ] Focus on necessary skills, not degrees, when listing job requirements.
- [ ] Clearly state tasks and expected outcomes in job descriptions.
- [ ] Avoid jargon in job descriptions; use specific and clear language.
- [ ] Incorporate relevant soft skills and cognitive abilities in job descriptions.

## USE SKILLS ASSESSMENTS FOR SCREENING

- [ ] Identify the crucial skills needed for each role.
- [ ] Use relevant assessments like pre-employment tests, practical exercises, or simulations for skills evaluation.
- [ ] Select software tools that make it easy to implement and score assessments.

## SWITCH TO STRUCTURED INTERVIEWS

- [ ] Develop a question bank focused on skills and behaviors.
- [ ] Use a scoring system to ensure consistent evaluation of candidates.
- [ ] Train interviewers to understand and follow the structured interview process.

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