

Hiring Integrity: Small-Group Worksheet

Compare independent answers before the group decides what must change.

Company

Job title

Date

Facilitator

Use Y, P, N, ? or NR. Compare answers only after each person has completed a worksheet alone.

#	Question	Candidate	Manager	Recruiting	Advisor	Agreed answer
1	Approval and current status					
2	Workload, pay, authority and support					
3	Written job terms					
4	Application review capacity					
5	Interview plan					
6	Existing proof and references					
7	Candidate work: payment, ownership and later use					
8	Software, human review and corrections					
9	Decision rules and final decision-maker					
10	Private accommodation route					
11	Candidate update dates					
12	Changes to the job or process					

Codes Y = yes or clear P = partly N = no ? = cannot confirm NR = candidate has not reached this stage

Hiring Integrity: Small-Group Worksheet

Record the missing decision or fact, who owns it and what candidates need to know.

Company

Job title

Review date

#	Missing decision, fact or repair	Owner	Due date	What candidates need to be told

Decision before the job continues