

# HIRING TEAM ALIGNMENT PLAN

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A Pedagog Recruiting & Careers resource designed to align your team and streamline the hiring process before the first interview begins.

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## Interview Process Alignment

Interview Panel Members & Roles:

Interview Stages & Format:

- Example format suggestion:
  - **Stage 1 – Initial Screen:** Who conducts it? (Recruiter, HR, Hiring Manager) / (phone, video, in-person)
  - **Stage 2 – Technical/Skills Assessment:** Will this be a live assessment, take-home assignment, or case study? Who reviews results? And what is the timeframe expectation?
  - **Stage 3 – Team/Panel Interview:** Which team members participate, and what focus areas do they cover?
  - **Stage 4 – Leadership/Final Round:** Who leads this? (Director, VP, etc.) What is the decision focus (culture, strategic alignment, executive buy-in)?
  - **Stage 5 – Reference/Background Checks:** Who owns this step? When is it triggered?

Target Timeline for Completion:

## Decision-Making Framework

Who makes the final decision?

What criteria carry the most weight?

How will feedback be collected?

## Candidate Experience Goals

How quickly will we respond to applicants?

What touch-points will be personalized?

Who owns candidate communication at each stage?

## **Role Overview**

Job Title:

Location:

Level:

Department/Team:

Hiring Manager:

(Recruiter/Point of Contact: )

## **Define Success in this Role**

Top 3 Outcomes in the First 90 Days:

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Key Skills/Competencies Required:

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## **Candidate Profile**

Must-Have Experience:

Nice-to-Have Experience:

Cultural/Team Fit Considerations:

# Notes & Open Questions



## Looking for help building smarter hiring strategies?

Pedagog Recruiting & Careers partners with organizations to deliver clarity, alignment, and better hiring

outcomes. For more information, find on us on LinkedIn or visit us at: [www.thepedagog.com](http://www.thepedagog.com)