RECRUITMENT PROCESS

6 stages for a 10-engineer team

One owner and one number per stage. Two weeks from first screen to signed offer; the sixth stage runs for a quarter after that. Fill the right-hand column for the role you are opening now.

STAGE	OWNER	WHEN	OUTPUT	THE NUMBER	YOURS
1. The bar	Hiring manager	Before the first CV	Four to 6 criteria, evidence for each, one round per criterion. The panel argues with the draft.	An afternoon for the first role. An hour for the second.	
2. The ad	Hiring manager writes, recruiter cuts	From the scorecard	Five lines, 150 to 250 words: the problem, the first 90 days, the 3 skills, the salary range, the loop.	The 20 CVs that pass, read in one sitting.	
3. The screen	Recruiter or hiring manager	Monday, 30 minutes	Experience, motivation, level. Does this person want this job or any job.	Yes or no to the loop day.	
4. The loop day	The panel, one criterion each	Thursday, 09:30 to 14:00	Practical coding from your codebase. Design or depth with clear constraints. The hiring manager conversation. Scorecards submitted alone within the hour.	Four rounds. Scores in writing before anyone talks.	
5. The decision	Hiring manager	Thursday 16:00, then Friday	A 30-minute debrief, every score on one screen, lowest rating first. Decision in writing that evening. Offer or usable feedback within 48 hours.	Days from first screen to signed offer.	
6. The first 90 days	Hiring manager	Written the week before the start date, shared on day 1	Three goals, one per month, evidence for each. Day 1: a tiny change through the whole pipeline. Day 30 shipped, day 60 owned, day 90 a call the team trusted.	Day 90: would you hire this person again?	

The 2 weeks, on a calendar

DAY	WHAT
Week 1, Monday	Screen, 30 minutes.
Week 1, Thursday	09:30 coding. 10:45 design. 12:00 lunch without an interviewer. 13:00 hiring manager. 14:00 scorecards submitted alone. 16:00 debrief.
Week 1, Friday	An offer, or feedback the candidate can use.
Week 2	The candidate decides and signs.

Two or 3 roles run in parallel, so 10 hires land in about a quarter. Five weeks per hire is what happens when rounds are scheduled one by one.

The one metric

Days from first screen to signed offer, per hire, posted where the team sees it.

Split it once: days waiting on the company, days waiting on the candidate. The first is yours to fix. Over 10 days on the company side means rounds scheduled separately.

The 2 stages small teams skip

- **Stage 1, the written bar.** Feels optional when the founder runs every interview. It is where a wrong hire is prevented. One wrong hire in 10 is 10% of the team.
- **Stage 6, the day-90 question.** Most companies have the checkpoint and almost none use it. It is where a wrong hire is caught early. It costs 30 minutes.

Does a 10-person team need a recruiter?

Not for the loop, and maybe not for the funnel. A 5-line ad with a salary range brings the right 20 people and keeps the wrong 200 away. A recruiter earns their place when 3 or more roles are open at once. Until then the manager does stages 1 to 3 alone, and the recruiter's one rule still applies to the ad: cut, do not add.

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