



Supply Chain Hiring Process Checklist

For hiring teams who can't afford to lose momentum mid-search

WHAT IT IS

A simple checklist designed to keep supply chain, logistics, and transportation searches moving. This checklist will help your hiring team define the role up front, align the interview team, tighten decision timelines, and reduce candidate drop-off.

WHO IT'S FOR

- Supply Chain and Logistics leaders opening roles to fix performance gaps
- Logistics and Transportation hiring decision makers with real operational pressure on the line
- HR and Talent Acquisition teams supporting DCs, plants, fleets, 3PLs, and brokerages

HOW TO USE IT

Use this checklist at kickoff, then review it anytime momentum starts to slip. It's built to force clarity early, protect speed in the middle, and prevent last-minute offer chaos.

1. Role Setup (10 Min)

- Role purpose in 1 sentence (problem it solves)
- Top 3 outcomes for first 90 days
- Must-haves (max 5) and deal breakers (max 3)
- Comp range approved and shared internally
- Location, onsite expectations, travel percent confirmed

2. Alignment (15 Min)

- Decision maker named
- Interview team set (only essential people)
- Scorecard agreed (same criteria for everyone)
- Interview stages set (max 3-4)
- Interview blocks held on calendars for next 2 weeks
- Feedback deadline agreed (same day or next business day)

3. Candidate Experience (Every Step)

- Share timeline and next step in every interaction
- Explain what success looks like in the first interview
- Be clear early on comp structure and onsite expectations
- One point of contact owns updates and follow-ups

4. Interview Stages (Keep It Tight)

Recommended Stages:

- 1 Recruiter screen
- 2 Hiring manager interview
- 3 Stakeholder panel (only if needed)
- 4 Final decision call

Rules:

- 1 Every interview has a purpose tied to must-haves
- 2 No duplicate interviews asking the same questions
- 3 Written exercise reserved for roles where it's truly relevant, keep it short

5. Feedback and Decisions (Where Momentum Dies)

- Feedback submitted within 24 hours
- Feedback includes evidence (what they did, said, delivered)
- Owner consolidates feedback and recommends YES / NO / HOLD
- Decision meeting happens within 48 hours of final interview
- If HOLD, define exactly what would change it to YES

6. Offer Readiness (Be Ready Before You Need It)

- Offer package pre-approved (base, bonus, LTIP if applicable)
- Start date options confirmed
- Counter plan set (what you will and will not do)
- Offer call happens within 24 hours of decision

7. Close and Acceptance (Protect The Yes)

- Ask: “What would stop you from accepting?”
- Send written summary of role priorities and first 90 days expectations
- Hiring manager schedules a welcome call before day one
- Stay in touch between acceptance and start date

8. Stalled Search Reset (2 Min Check)

If Momentum Drops, Fix The First “No”:

- Must-haves written and aligned
- Decision maker active
- Interviews scheduled within the next 5 business days
- Feedback within 24 hours
- Candidate has a clear timeline

KEY TAKEAWAY

If you cannot confidently check the alignment, feedback, and offer readiness sections, the process is the problem, not the market. This checklist helps you fix that before you lose candidates mid-search.

Tip: Great candidates are evaluating you too. A clean, predictable process is one of the strongest signals you can send.

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