Hiring Flow Chart

This is a fillable form for assisting supervisors and managers in making hiring decisions based on the outcome rankings of your prioritization matrix:

Once the prioritization matrix is completed, and the top 5-6 criteria/priorities have been identified, those criteria/priorities can be used by supervisors and managers in assessing hiring decisions.

By inserting the top criteria/priorities into the hiring flowchart and assigning each criteria/priority with a point factor to align with the matrix, supervisors and managers are able to use the flow chart tool to help determine best candidates to hire based on alignment with the priorities in the matrix.

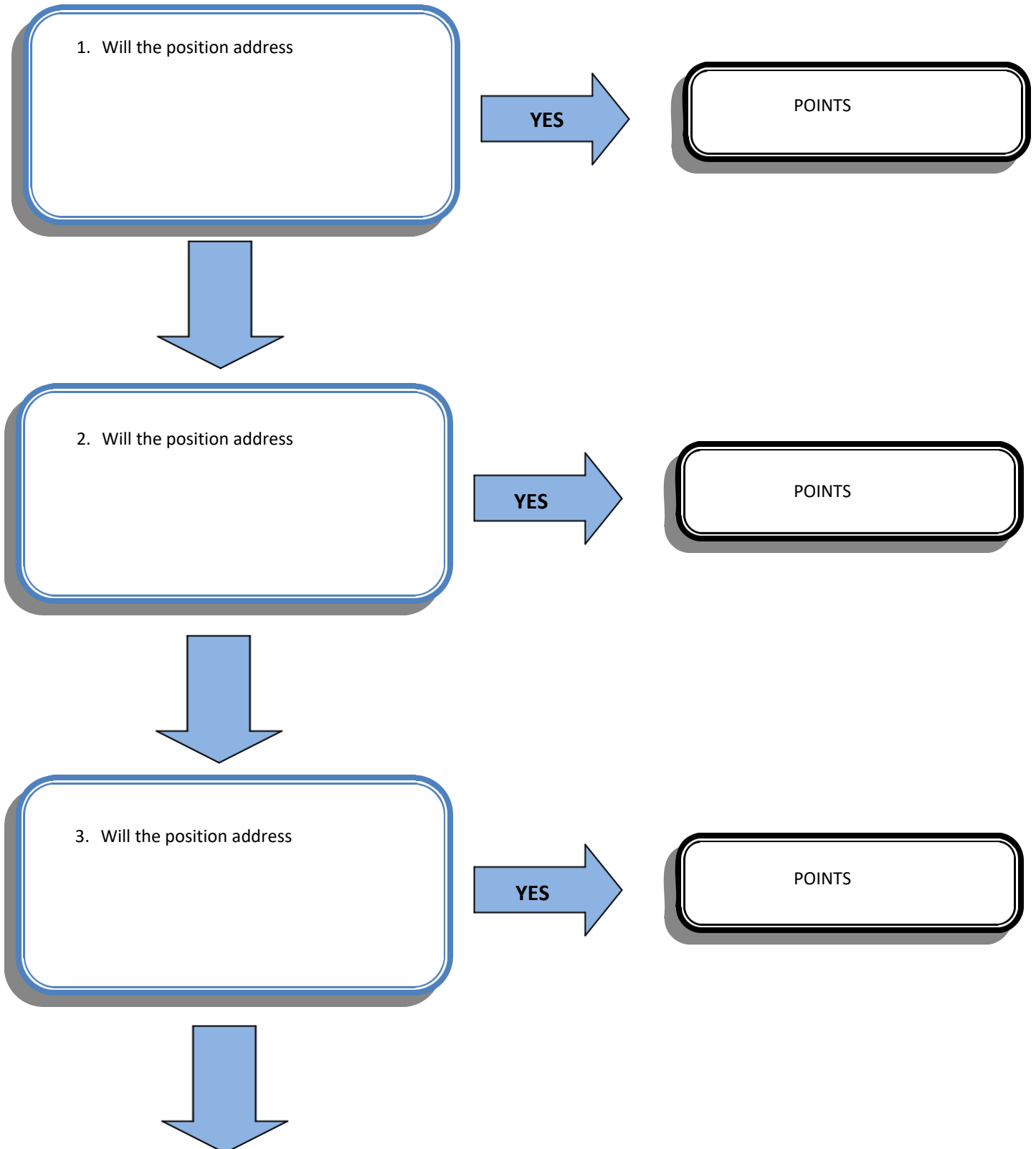For more information, please contact Carol Moehrle at cmoehrle@phf.org

Hiring Flowchart
New Position Decision Tool

INSTRUCTIONS: Based on the outcome rankings of your prioritization matrix:

Once the prioritization matrix is completed, and the top 5-6 criteria/priorities have been identified, those criteria/priorities can be used by supervisors and managers in assessing hiring decisions.
By inserting the top criteria/priorities into the hiring flowchart and assigning each criteria/priority with a point factor to align with the matrix, supervisors and managers are able to use the flow chart tool to help determine best candidates to hire based on alignment with the priorities in the matrix.
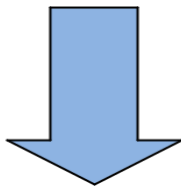
1. Will the position address
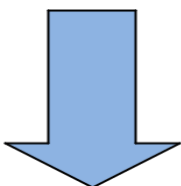
YES → POINTS
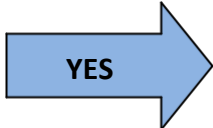
2. Will the position address

YES → POINTS

3. Will the position address

YES → POINTS

4. Will the position address
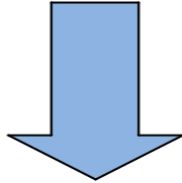
YES → POINTS

5. Will the position address

YES → POINTS

6. Will the position address

YES → POINTS

7. Will the position address

YES

POINTS

Add all YES answers together to get TOTAL:
(Examples above are using potential criteria/priorities)

1.   =   points

2.   =   points

3.   =   points

4.   =   points

5.   =   points

6.   =   points

7.   =   points

Supervisors are strongly urged to contact their managers with any questions.