



de **Asra**

Powering Businesses. Creating Jobs.



How to Hire Right

A Practical Guide for Small Businesses

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Need assistance? Reach out to our team

Contact us on :  +91 93730 35540

We work from Monday to Friday 10 a.m to 6 p.m

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Why Hiring Matters	
Task	
<input type="checkbox"/>	Helps you grow your business faster
<input type="checkbox"/>	Brings in new skills and fresh ideas
<input type="checkbox"/>	Frees up your time to focus on important tasks

Must-Do Steps Before You Start Hiring	
Task	
<input type="checkbox"/>	Define the role clearly - List tasks, skills, and qualifications needed.
<input type="checkbox"/>	Set a realistic salary and benefits package - Research industry standards and align with your budget.
<input type="checkbox"/>	Decide between full-time, part-time, or freelance - Choose what suits your current needs best.
<input type="checkbox"/>	Create a detailed job description - Include responsibilities, expectations, and work environment.
<input type="checkbox"/>	Set up a basic hiring process - Plan how you will screen, interview, and onboard candidates.
<input type="checkbox"/>	Set a realistic timeline to onboard right candidate and be accountable for the same.

Hiring Tips for Small Businesses	
Task	
<input type="checkbox"/>	Attract the Right Candidates - Highlight your company's strengths (flexibility, growth, culture) and offer non-monetary benefits (remote work, learning opportunities).
<input type="checkbox"/>	Use the Right Platforms - Post on job portals, social media, and ask for employee referrals; attend local business events.
<input type="checkbox"/>	Keep the Hiring Process Short and Clear - 1-2 interview rounds with quick feedback to candidates.
<input type="checkbox"/>	Assess for Culture Fit - Look for alignment with your company's values and work style, not just skills.
<input type="checkbox"/>	Always Check References - Speak with former employers to verify skills and attitude.
<input type="checkbox"/>	Don't look for 100% perfect Fit.. focus on MUST criteria only.


Interview Checklist	
Task	
<input type="checkbox"/>	Ask about past work experiences
<input type="checkbox"/>	Discuss problem-solving and teamwork
<input type="checkbox"/>	Understand the candidate's motivation to join your company
<input type="checkbox"/>	Test for specific job-related skills
<input type="checkbox"/>	Look for attitude, adaptability, and willingness to learn

After Hiring: Onboarding Essentials	
Task	
<input type="checkbox"/>	Prepare a simple welcome plan - Introduce them to the team, your business, and their daily tasks.
<input type="checkbox"/>	Set clear goals for the first 30–60 days - Give feedback and check progress regularly.
<input type="checkbox"/>	Encourage open communication - Create a comfortable environment for questions and learning.
<input type="checkbox"/>	Invest your/hiring manager's time for first 30 Days without any excuses
<input type="checkbox"/>	Rushing the process
<input type="checkbox"/>	Hiring without a clear job description
<input type="checkbox"/>	Ignoring cultural fit
<input type="checkbox"/>	Not checking references
<input type="checkbox"/>	Offering unclear or unstable job terms
<input type="checkbox"/>	Hiring beyond capacity to pay

Hiring smartly is a game-changer for your business. Take time to choose the right people – they'll help you build the company you dream of!

Thank you so much for choosing our checklist!
We genuinely hope it becomes your guiding star on your
exciting journey into the world of entrepreneurship.



Wish you All the Best for your journey! 

Should you require any further assistance,
please feel free to reach out, and we will be
delighted to assist you!

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