Strategic Talent Partners

Leadership Hiring Framework: Create Your Plan

This worksheet is designed to help ESOP companies bring structure and consistency to their next leadership search. Use the prompts below to outline roles, responsibilities, and a clear hiring timeline.

1. Identify a Search Committee (3–6 people)

Who will be involved in making this decision?

- Define the group responsible for setting direction and making final decisions.

2. Designate a Coordinator or Project Lead

Who will own the process from start to finish?

- Serve as the main communicator (internally and externally)
- Coordinate all feedback
- Manage logistics: background checks, references, scheduling, etc.

3. Define Who Will Interview and Provide Input

Consider including a range of perspectives:

- CEO
- Peer leaders
- Direct reports / team members
- External voices (Board members, consultants, etc.)

4. Build a Timetable of Key Activities

Establish a timeline to keep the process moving forward:

- Recruiting and sourcing
- Interview rounds (first, second, final)
- Ideal start date