HIRING WORKFLOW SELF-CHECK · MMM TRAINING

From “Yes” To Actually Working

90 SECONDS

The gap between an accepted offer and a productive employee. Tick what's mapped.

Most businesses have a hiring process and no arrival process.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- [ ] **Everything between offer accepted and day one is written down.**
  If not: this is the window where good candidates go quiet and take the other offer.
- [ ] **One person owns the handoff from hiring to onboarding.**
  If not: work falls between recruiting and operations, and the new hire feels it immediately.
- [ ] **Their manager knows the start date without having to ask.**
  If not: the person responsible for their success finds out roughly when they walk in.
- [ ] **Payroll and benefits setup happens before their first paycheck cycle.**
  If not: their first experience of your administration is a problem you have to apologise for.
- [ ] **We stay in contact between acceptance and start date.**
  If not: silence reads as indifference, and counter-offers land in silence.
- [ ] **Nothing in this handoff depends on one person remembering.**
  If not: it works until they're on holiday, and then a new hire has a very bad Monday.

Now count the boxes you left empty.

This window is short, unglamorous, and where more hires are lost than in any interview you'll ever run.

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0–1 blank
You're in good shape
Tighten the one gap before it becomes the one that costs you.

2–3 blanks
This is most businesses
Real money is sitting here. The fix is usually writing things down, not hiring.

4–6 blanks
Your business runs on you
Nothing is broken yet. That is exactly why now is the cheap moment to fix it.

WHAT THIS USUALLY COSTS

A hire lost here costs the whole search again.

Weeks of sourcing, interviewing, and deciding — repeated. The SOP Buildout documents this handoff once so it works whether or not you're paying attention.

SOP + Training Buildout
From $2,500
Book at mmmtraining.org

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