

1. Clarity on hiring needs

- I can clearly define the problem this hire will solve
- I know what success looks like in the first 90 days
- The role has clear responsibilities and ownership
- This hire will directly impact growth, efficiency or delivery

Notes:

2. Role prioritisation

- I understand the biggest constraint in the business right now
- I am prioritising hires based on impact, not job titles
- I know whether I need revenue, product, operations or leadership support
- I have considered whether a generalist or specialist is more appropriate
-

Notes:

3. Team structure readiness

- Current roles and responsibilities are clearly defined
- There is alignment on priorities across the team
- I have identified how this hire fits into the wider structure
- The team can support onboarding and integration

Notes:

4. Leadership readiness

- I am ready to delegate ownership, not just tasks
- I am comfortable stepping back from day-to-day execution
- I have time to support, manage and develop new hires
- I understand how my role is evolving as the business grows

Notes:

5. Operational readiness

- We have basic processes in place to support growth
- Communication is clear and consistent across the team
- We have the tools and systems needed to support new hires
- Adding people will improve efficiency rather than create confusion

Notes:

6. Financial readiness

- We understand the full cost of hiring (salary, tools, time)
- The business can sustain this hire beyond the short term
- We know how this hire contributes to financial performance
- We have clarity on when this hire should deliver a return

Notes:

7. External support and perspective

- I have access to experienced advice when making hiring decisions
- I have considered whether external support (advisor or NED) is needed
- I am open to challenge and different perspectives
- I am learning from other founders at a similar stage

Notes:

Final reflection - Before making your next hire, ask:

Will this decision move the business forward in a meaningful way?

If the answer is unclear, more clarity is needed.

If the answer is yes, you are likely in a strong position to scale your team.

