HIRING GUIDE · LEGAL & COMPLIANCE

CARDEA GROUP

Your pre-search *checklist.*

Before opening a legal or compliance search, make sure you can answer these eight questions.

01 Why are we hiring? ☐

What specific business need, opportunity, or capacity issue prompted the decision?

02 What should change in the first year? ☐

Which responsibilities, improvements, or milestones will define success?

03 Where will the person sit? ☐

Who will they report to, and what authority will they have?

04 What must they already know? ☐

Which technical skills and experiences are essential from day one?

05 How will they work with the business? ☐

What judgment, communication skills, and stakeholder relationships will the role require?

06 What support can we provide? ☐

Are the staffing, budget, technology, and external resources realistic?

07 Where is the firm headed? ☐

What foreseeable changes could affect the position?

08 Does the opportunity match the expectations? ☐

Are the title, pay, scope, and growth competitive for the candidate you want?

A NOTE BEFORE YOU START

If you struggle to answer a few of these, that's *useful information.*

If you can't check every box, some decisions still need to be made internally. Bring those questions to the intake call and we'll work through them together.