

Checklist:

Align on Role Criteria with Confidence

Step 1: Get the scope right

(5 min)

Start with what success actually looks like:

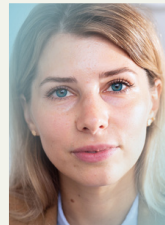
- What are the top 2–3 business outcomes this role supports?
- What responsibilities will get us there?
- What's made people succeed – or struggle – in this role before?
- How will this role shift over the next 1–3 years?

∞

Want to make this repeatable?

Doing this manually works – once. But if you want consistency across every hire, Alva turns these criteria into structured, weighted inputs used across assessments, interviews, and decisions.

[Get started with Alva's Define stage >](#)



Step 2: Sort readiness from potential

(5 min)

Know what drives success – and measure that.

Experience, skills, and personality predict different things. Be intentional: choose what to measure based on what actually matters for this role.

k = knowledge

p = personality

e = experience

Trait or experience	✓ Need-to-have	◆ Nice-to-have
Business model familiarity (<i>k</i>)		
Industry background (<i>k</i>)		
Stress tolerance (<i>p</i>)		
Team orientation (<i>p</i>)		
Change orientation (<i>p</i>)		
Structured thinking (<i>p</i>)		
Leadership experience (<i>e</i>)		
Problem solving (<i>e</i>)		

Continued checklist

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Step 3: Prioritise, and cut what you won't assess (3 min)

Push for clarity. Only keep what truly matters.

✓ *Must-haves to assess:*

- _____
- _____
- _____
- _____
- _____

◆ *Nice-to-haves (won't drive the decision):*

- _____
- _____
- _____
- _____
- _____

∞

Ready to take it further?

You've defined what great looks like – that's where better hiring starts. Keep the momentum going, and turn clarity into confident, consistent decisions.

[Book a demo](#) to see how Alva's Define stage works in practice.

