

Hiring and Onboarding

Self-Assessment and Priority List

DYCD COMPASS Foundations Training

How to use this tool

This self-assessment has two parts. Part One asks you to rate your current practice in ten areas across hiring and onboarding, using a scale of 1 to 4. For each area, name one strength and one gap. Part Two asks you to identify your top three priorities for improvement, ranked by urgency and impact, and name a first step for each one.

Complete this individually during the closing segment of today's training. You will share your top priority in your breakout group.

Anchor question: *Who are we inviting into this work, and how do we reflect our values in that invitation?*

Anchor question: *How do we welcome people in a way that reflects dignity and clarity?*

Rating Scale

1 = Does not meet expectations

2 = Developing / inconsistent

3 = Meets expectations

4 = Exceeds expectations

PART ONE: SELF-ASSESSMENT

Rate your current practice in each area. Circle or mark your score, then name one strength and one gap.

A Hiring Practices

Rate your COMPASS program's current hiring practice in each area.

Practice Area	1	2	3	4	One Strength	One Gap
Job Description Quality <i>Reflects the actual role, competency-based, honest about demands</i>	1	2	3	4	One strength:	One gap:
Interview Structure <i>Consistent questions, same order, every candidate</i>	1	2	3	4	One strength:	One gap:
Scenario-Based Questions <i>Reveals judgment, problem-solving, and values in practice</i>	1	2	3	4	One strength:	One gap:

Panel Inclusion <i>Director and frontline staff both participate</i>	1	2	3	4	One strength: 	One gap:
Individual Scoring <i>Each panelist scores independently before group discussion</i>	1	2	3	4	One strength: 	One gap:
Post-Interview Discussion <i>Structured, consensus-based, not dominated by seniority</i>	1	2	3	4	One strength: 	One gap:

Hiring reflection
Looking at your scores — where is your hiring practice strongest overall?

What is the single hiring practice that would make the most difference for your COMPASS program if you strengthened it?

B Onboarding Practices

Rate your COMPASS program's current onboarding practice in each area.

Practice Area	1	2	3	4	One Strength	One Gap
Pre-boarding <i>Communication, IT, workspace, welcome before day one</i>	1	2	3	4	One strength: 	One gap:
Orientation and Compliance <i>Policies explained as conversations, not just signed</i>	1	2	3	4	One strength: 	One gap:
Role Clarity <i>Expectations, success measures, and 30-day goals defined</i>	1	2	3	4	One strength: 	One gap:
Connection and Culture <i>Buddy or mentor, team norms, mission immersion</i>	1	2	3	4	One strength: 	One gap:

30-60-90 Day Planning <i>Structured support and check-ins at each milestone</i>	1	2	3	4	<i>One strength:</i> 	<i>One gap:</i>
Legal Touchpoints <i>Day 75 benefits deadline and Day 90 at-will window actively managed</i>	1	2	3	4	<i>One strength:</i> 	<i>One gap:</i>

Onboarding reflection
Which of the 4 C's — Compliance, Clarification, Culture, Connection — does your program do best? Which is most often missing?

If you could only improve one onboarding practice before the next new hire starts, what would it be?

Compliance check

Does every new hire receive benefits enrollment paperwork by Day 75?
 Yes ☐ No ☐ Unsure ☐

Are performance concerns documented and addressed before Day 90?
 Yes ☐ No ☐ Unsure ☐

PART TWO: PRIORITY LIST

Review your scores from Part One. Identify your top three priorities for improvement, ranked by urgency and impact. For each priority, name your first step and how you will know you are making progress.

Urgency

What gap is causing the most immediate harm to new hires or to the program right now?

Impact

Which improvement, if made, would make the biggest difference across the most new hires?

Feasibility

What can you realistically act on within the next 30 to 90 days given your role and resources?

Your top three priorities:

#1

Practice area: _____

Why this is my top priority:

First step I will take:

I will know I have made progress when:

#2

Practice area: _____

Why this is my top priority:

First step I will take:

I will know I have made progress when:

#3

Practice area: _____

Why this is my top priority:

First step I will take:

I will know I have made progress when:

Your commitment

The one thing I am committing to do differently:

I will share this commitment with:

A colleague at today's training ☐ My supervisor ☐ My team ☐

Welcoming people with dignity and clarity is an ongoing experience, not a single event.

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