

The 10-Day Hiring Sprint

A business owner's checklist for hiring key managers and directors.

Stop losing great candidates to a slow hiring process.

Statistics show the best candidates are often off the market within **10 days**. And **60% of applicants quit a hiring process because it takes too long**.

When your role is unclear, the wrong people are involved, interviewers are inconsistent, or feedback drags, you are not simply losing time. **You are giving your strongest candidates a reason to choose your competitor.**

The 10-Day Hiring Sprint moves you from a slow, unfocused process to a **"know it when you see it"** process. You know what you are looking for before the first interview, put the right people in the process, and act when the right person shows up.



THE GOAL

Do not rush your decision.
Remove the delays that keep
the right candidate waiting.

THE THREE VALUES

01

Time

Move before great candidates move on.

02

Priority

Put the right decision-makers in the process and require timely feedback.

03

Process

Use a clear, consistent, controlled, and considerate path to offer.

BEFORE DAY 1: DEFINE AND ALIGN

Define the business problem the hire must solve. Clarify the required experience, capacity, and cultural fit. Put your best people in the process, assign each interviewer a role, identify the final decision-maker, block the calendar, and require immediate feedback after every stage.

YOUR 10-DAY HIRING SPRINT

Day 1

Pre-screen

Days 2–3

Prepare +
communicate

Days 4–5

Deeper interview

Days 7–8

On-site + debrief

Days 9–10

Offer within 24
hours

Optional assessment: If you already use assessments, complete them after the deeper interview and before the on-site visit. Use them to add clarity, not delay.

PRINTABLE OPERATING TOOL

Your 10-day working checklist

Day 1: Pre-screen candidates

- ☐ Conduct a focused 15-minute pre-screen.
- ☐ Confirm the size and scope of relevant experience.
- ☐ Explain the next step and hiring timeline.
- ☐ Decide promptly whether the candidate meets the initial bar.

Days 2–3: Prepare and communicate

- ☐ Confirm the deeper interview date and tell the candidate what to expect.
- ☐ Prepare the same core questions for every serious candidate.
- ☐ Confirm decision-maker availability for the remaining stages.

Days 4–5: Conduct the deeper interview

- ☐ Use the same core process for every serious candidate.
- ☐ Ask first and talk second.
- ☐ Test experience, explore capacity, and evaluate cultural fit.
- ☐ Communicate next steps and capture feedback immediately.

Days 7–8: One focused on-site visit and debrief

- ☐ Include only people who can meaningfully evaluate the candidate or represent the business.
- ☐ Give the candidate a practical view of the business, team, and role.
- ☐ Capture feedback immediately after the visit.
- ☐ Debrief right after the visit or by the next business day.
- ☐ Decide whether to make an offer, resolve one final question, or move on.

Days 9–10: Make the offer

- ☐ Prepare the offer immediately after the debrief decision.
- ☐ Contact the selected candidate within 24 hours.
- ☐ Communicate the offer and next steps clearly.
- ☐ Promptly and respectfully close the loop with every other candidate.

— NEXT STEP

Could your team actually run this sprint?

Most owners find one piece slows them down. It is either time, process, or priority. The Hiring Scorecard shows you which one in 3 minutes. You will get your score and the biggest gap to fix first.

[Get My Hiring Score →](#)

<https://www.keyhire.solutions/scorecard2>

Hiring right now? [Book a 30-minute consultation.](#)

We handle hiring. You run your business.