

# The HR Executive CHECKLIST

Answer the following questions to help you define your ideal HR Executive



## DEFINE YOUR BUSINESS

- Is your company global or domestic?
- Are your goals growth-oriented, contracting, or holding steady?
- Is your organization publicly or privately held?
- Do you have any transformative goals in the short or long term?
- Are there any talent gaps, upcoming retirements, or other organizational shifts that may impact your talent strategy in the near future?



## OUTLINE CURRENT CHALLENGES

- Will the leader need experience in evaluating potential mergers and acquisitions?
- Do they need to be engaged in integrating new businesses?
- Does your company struggle with retaining employees and engagement?
- Who supports employee engagement now?
- Is there resistance or lack of support from other executive team members around increasing employee engagement?
- Does your organization struggle to attract and retain diverse talent?
- Will this person inherit a seasoned team, or must they identify new team members and develop employees?



## OUTLINE FUTURE GOALS

- How much building or reshaping of the organizational structure will be needed?
- How involved will the new HR leader be in increasing the level of employee engagement to ensure the company retains its talent?
- Will benefits need to be scrutinized to ensure there is a balance between the quality of offerings and cost efficiencies?
- Should the benefits package be more robust to attract and retain talent?



## DEFINE THE SCOPE OF THE ROLE

- Do you need an HR executive confidante and advisor to the CEO and senior team?
- How much time will the executive spend on major succession planning initiatives, including a potential CEO transition in the near future?
- Will this leader need to make presentations to the Board of Directors on compensation and other critical human capital issues?
- How much involvement will this leader have with talent management, including attracting, developing, and retaining top talent?

Check out more helpful resources: [ssgsearch.com/resources](https://ssgsearch.com/resources)



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Sally brings more than two decades of experience as an executive search consultant. She has worked across diverse industries including life sciences and pharmaceutical, healthcare systems, manufacturing, telecommunications, non-profit and professional services. Sally also serves as Practice Leader for the firm's Human Resources Specialty Practice. [See full bio.](#)