THE FOUR-MISSION HIRING BRIEF

No mission, no hire.

Most hiring mistakes are made before the job is posted, because we hire for relief instead of a defined result. Work through these four missions in order before your next hire. AI can carry the coordination. You stay in the chair for every decision.

YOU PROVIDE	AGENT HANDLES	YOU DECIDE
The real workload, the context, your standards	Drafts, sorting, scheduling, follow-up, summaries	The need, the money, the interviews, the hire

01 BRIEF

The Architect

Define the result before the role · before you write a single ad

- [ ] Write the result this business needs, in one sentence.
- [ ] List the work: what repeats, what gets stuck, what needs your judgment.
- [ ] Decide: fix a process, stop a task, automate part of it, or hire?
- [ ] Draft what the role owns, and what it does not own.
- [ ] Set objectives for 30, 60 and 90 days.
- [ ] Name who will manage and train this person.

AGENT HANDLES	YOU DECIDE
Sorting the workload, laying out options, drafting the brief	The need, the budget, the manager

02 SCOUT

The Scout

Turn the brief into the right invitation

- [ ] Approve an ad written around outcomes, not a wish list.
- [ ] Choose where to post and what to spend.
- [ ] Ask every applicant the same job-related questions.
- [ ] Make sure every applicant hears back, even with a no.

AGENT HANDLES	YOU DECIDE
Ad drafts, replies, the applicant pipeline	The words, the pay, the channels

Field note · If you can't finish Mission 01, you're not ready to post the job. That's the Architect doing its job.

03 VET

The Analyst

Gather evidence, not vibes

- [ ] Compare each candidate to the brief, not to yourself.
- [ ] Turn unknowns into questions, never into verdicts.
- [ ] Use a work sample that looks like the real job.
- [ ] Judge answers, never faces or voices. Offer another format to anyone who needs it.
- [ ] Run background checks only with consent, through a proper provider.
- [ ] Make the decision yourself, and write down why.

AGENT HANDLES
Evidence summaries, scheduling, reference requests, consent tracking

YOU DECIDE
The interviews and the hire

04 HANDLE

The Handler

Make the first ninety days happen

- [ ] Approve offer terms on a professionally reviewed template.
- [ ] Have equipment, accounts and paperwork ready before day one.
- [ ] Name a human handler for the new hire.
- [ ] Schedule 30, 60 and 90-day check-ins against your Mission 01 objectives.
- [ ] At 90 days, ask: did it work, or did we just fill the seat?

AGENT HANDLES
Checklists, reminders, progress notes

YOU DECIDE
Access, coaching, the honest feedback

MY NEXT MISSION

Role I think I need _____

Result, in one sentence _____

Who will manage them _____

90-day check-in date _____

HIRING SOON?

BOOK A FREEDOM CALL

Bring one role you're thinking about, or the part of hiring that keeps getting stuck. We'll write the mission before you write the ad, and map what an agent can carry inside Morgentiq™.

callkoni.com →

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