Role Definition Checklist

A fifteen-minute pre-flight check before a role goes live, and the five signals that should stop a search before it starts.

The job scorecard is the artifact. This is the check you run before the role goes live, to catch the four or five failures that are cheap to fix now and expensive to fix in week six of a search.

Fifteen minutes. Run it with the hiring manager.

The role itself

- We can say what is going undone today, specifically, without using the word "growth"
- We know what the team gets to do once this role is working, beyond the role's own tasks
- We have written what happens if this hire doesn't work out, and who absorbs it
- This is one role, not two roles a budget approved together

That last one deserves a moment. If the behaviors you have listed pull in opposite directions, you have written a job for a person who does not exist, and you will interview for months before admitting it.

Outcomes

- Three to five outcomes, each with a lagging indicator we could actually measure
- At least one early indicator per outcome, visible inside 90 days
- Any outcome with no early indicator is flagged, not quietly left blank
- The outcomes belong to this role, not to the team it sits in

Behaviors

- Four to six, ranked, with a genuine first and second
- Each one written as something a person does, not as a label
- Each one could be answered with "tell me about a time you..."
- We have written what this role is not, including what would drain someone in it
- None of them could be lifted into an unrelated job description unchanged

- Non-negotiables are genuinely non-negotiable, and there are few of them
- Every interviewer has read the scorecard and agreed to it
- We know who asks about which behaviors
- The 1 to 3 criteria are written for each question, before the first interview
- We have agreed the decision rule, in writing, while nobody specific is in mind

What stops the search

If any of these is true, pause rather than post.

SIGNAL	WHY IT STOPS THINGS
Nobody can name what goes undone today	The role may not be needed yet, or it belongs to someone already here
The behaviors contradict each other	You will reject every candidate for not being two people
The hiring manager hasn't been in the room	The scorecard will be relitigated at offer stage, after you have spent the time
More than six non-negotiables	You are screening out the field before you have met it
No decision rule agreed	The decision will get made by whoever is most senior in the debrief

Pausing here costs an hour. Discovering it in week six costs the search.