So you want to hire? To ensure that you attract and recruit the right person for your organization, now is the perfect time to revisit the Mission, Vision and Values of your organization. You may or may not have formal written Vision, Mission and Values statements that drive your operation. Regardless take this moment to remind yourself why you do what you do. Think about the product or need you meet, and about the people you serve. This moment of reflection will help to align your inclusion, diversity, equity and access efforts with your recruitment and hiring process.

**Business/Organization Name:** (Registered or Legal Name)

**Acronym or Brand Name:** (Do you have a brand name or acronym that your community will recognized?)

**Why did you start your business or how did your organization come to be?** (Vision)

**Describe the product, need, persons or group of persons you serve.** (Mission)

**What values drive how your business/organization delivers your product or service?** (Values)

**Write a brief statement about the vision or goals for your business/organization for the next 5-10 years.**

*Although you are hiring to meet a need today, perhaps you are aware of some pending changes in the near or more distant future.*

**List a few key routine activities, specific tasks, types of interactions and special projects you expect the new hire to perform.**