



Nathaniel Gray
Design Talent Agent
nate@stampedstaffing.co
thestampednetwork.com

Role Launch Preparation Guide

Role Launch Call Duration: 30 to 45 minutes

Required Preparation: Review this document before booking the Role Launch Call. This is not a form to complete. Come prepared to discuss each section in detail. Clear, specific answers allow us to confirm role details, launch immediately after the call, and begin interviewing candidates without delay.

The Opportunity

- How many roles are we filling under this search?
- Why is this role open? Be specific. Example: backfill due to resignation, expansion from new client wins, internal promotion creating a gap, rebrand initiative, or capability gap in digital expertise.
- How soon are you looking to hire? (Immediately, Next 30 days, Next quarter)
- What makes this opportunity compelling? Think scope of ownership, visibility, growth, or impact.
- What does your company specialize in and is known for?
- Who are your top 3 competitors and why?
- Core deliverables for this role. Define ownership clearly. Example: website redesigns, landing page optimization, UI systems, paid campaign creative, email design, product marketing launches, A/B testing iterations, or design system governance.
- What does the growth path look like? Example: Senior to Lead, Lead to Director, team leadership, expanded client ownership, equity path, or strategic influence.
- Primary client types this designer will support. Select 1 to 2 primary categories only such as Tech, Institutional, or Consumer. Avoid broad answers like everything or everyone.

Ideal Candidate

- Updated job description and compensation range
- Common reasons candidates have declined
- Visa sponsorship or transfers accepted? (H1B, O1, OPT, etc.)
- Examples of companies you would hire from
- Samples of candidates currently in process
- Examples of candidates who reached interviews but were not selected, and why

Interview Process

- Current interview stages and who is involved
- Specify which stages are virtual and which are onsite
- If any interviews are onsite, include office location and building access instructions
- Copy of the design test, if applicable

Candidate Submissions

- ATS or hiring system used (Greenhouse, Lever, Workable, Ashby, etc.)
- If no ATS, who should we submit to?
- Who should be notified once candidates are submitted?
- If the first interview is a 1:1, share a Calendly link. If the first stage is a panel, scheduling must be handled manually.

Offer Stage

- Who should we contact for a copy of the candidate's offer letter?
- Who should confirm the candidate's official start date?

Communication

- Primary contact for role related questions