



**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

- Why the role is open
- What your company specializes in/is known for and your top 5 competitors
- Updated job description and estimated compensation range
- Core deliverables this person will own
- Clients or projects the designer will be assigned to
- Roughly what percentage of the role is brand vs. web/digital vs retail/experiential etc

### Candidate Matching

- Sample portfolios or LinkedIn profiles of candidates already in process
- What backgrounds, portfolios, or candidate types should we prioritize or avoid?
- 1–2 portfolio links from your team or examples of designers you like?
- Visa sponsorship or transfer policy, if applicable

### Interview process

- Current steps and who's involved at each stage
- Copy of any standardized design test, if used
- Optional: Calendly link for first-round interviews, if it's a 1:1 screen

### Candidate submissions

- ATS or hiring system details for submitting candidates, if applicable (Greenhouse, Lever, Ashby, Workable, BambooHR, etc.)
- If no ATS, who candidates should be submitted to via email
- Who should be notified once candidates are submitted

### **Offer Stage**

Who should we contact for a copy of the candidate's offer letter?

### **Questions**

- Main contact for questions during process?