



CHECKLIST

Strategic Recruitment Planning

1. NEEDS ANALYSIS

Preliminary discussion with co-recruiters, collaborators and managers ☐

Identification of immediate and future roles to fill ☐

Listing specific skills for each role ☐

Defining realistic timelines and budgets ☐

2. CLEAR RECRUITMENT GOALS

Set measurable and specific hiring targets (e.g., 5 roles filled in 3 months) ☐

Select clear success metrics (e.g., time-to-hire, retention rate) ☐

Align recruitment objectives with business goals ☐

3. CHANNELS AND TOOLS

Select the best job boards for your industry and budget ☐

Outline your referral or sourcing strategies ☐

Set up your ATS to centralize application management ☐

4. SELECTION PROCESS SETUP

Determine the number of interviews for each candidate ☐

Clearly outline the evaluation criteria and steps ☐

Identify the interview stakeholders ☐

5. TRACKING AND ADJUSTMENTS

Regularly review recruitment metrics ☐

Conduct post-hire debriefs with managers ☐

Adjust your strategies based on real results ☐

