

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

4. SELECTION PROCESS SETUP

Determine the number of interviews for each candidate

Outline your referral or sourcing strategies

Clearly outline the evaluation criteria and steps

Set up your ATS to centralize application management

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

