Recruitment plan template

Maximize your recruitment efforts with our customizable recruitment plan template. Use this step-by-step guide to find the perfect candidate.

Customize this template to your organization's needs: while the template provides a useful framework, it's important to tailor it to your specific company's requirements.

Make sure to include your unique culture, job requirements, and hiring goals in the plan as well. By following the plan closely, you'll be able to hire more efficiently and effectively.

[Company Name]'s Recruitment plan

[Current Month, Current Year]   **[Company logo here]**

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Created by: [your name], [your job title].

1. Planning

Aims and goals

This recruitment plan was formed and prepared by [name of employees involved].
Our overall aims for [company name] in terms of recruitment are:

1.

2.

3.

This recruitment plan will contribute to the aims by:

1.

2.

3.

By [month and year of reassessment], we anticipate [brief summary of the change you expect to see].

Our specific goals are represented in the table below:

	KPIs to measure	Expected change to the company	Goal met? [Tick or cross during reassessment]
[Goal 1]			
[Goal 2]			
[Goal 3]			

The position

At present, [month, year], we currently have [] positions open. These are listed below alongside the hiring priority ranked between 1 and 5, 5 being most crucial. There is a deadline to the right, to ensure we stick to our aims and goals.

Position code	Position to be filled	Priority	Deadline for onboarding
1			
2			
3			
4			
5			

Position intentions

Based on the positions listed above, [hiring manager full name] intends to hire [number] of candidates.

From these candidates, we intend:

○ To work full-time

○ To work part-time

○ To work on a temporary contract

○ To work freelance

For each category, our expectations for hours worked are as follows:
[Change the hours per week to match the positions, tick the applicable hour requirements.]

	Full-time	Part-time	Temp	Freelance	Other
50+ hours per week					
40 - 49 hours per week					
31 - 39 hours per week					
20 - 29 hours per week					
10 - 19 hours per week					
0 - 9 hours per week					
Salary Range:	[Salary 1] - [Salary 2]	[Salary 1] - [Salary 2]	[Salary 1] - [Salary 2]	[Salary 1] - [Salary 2]	[Salary 1] - [Salary 2]

Required characteristics and traits

Our employer brand can be summarized in 3 words:

💬 Word one

💬 Word one

💬 Word one

All successful candidates must demonstrate a flattering work ethic that strengthens [company name]'s employer brand.

The key characteristics and traits in a candidate are:

1. Trait 1

2. Trait 2

3. Trait 3

4. Trait 4

5. Trait 5

The soft skills required by candidates for individual roles (as outlined in **Positions**) are clear in the following table. Note the color codes in terms of importance:

KEY:

Fundamental   Strongly desired   Desired   Not required but appreciated   Not needed

	[Trait 1]	[Trait 2]	[Trait 3]	[Trait 4]	[Trait 5]
[Position Name]					
[Position Name]					
[Position Name]					
[Position Name]					
[Position Name]					

2. Implementation and strategy

Sourcing (at a glimpse)

To receive applications from high-talented candidates, we plan on using the following methods:

- ○ [Method 1, *eg: Job fairs*]
- ○ [Method 2, *eg: social media recruitment*]
- ○ [Method 3, *eg: internal recruitment*]
- ○ [Method 4, *eg: online job advertisements*]

For each category, our expectations for hours worked are as follows:
[Change the hours per week to match the positions, tick the applicable hour requirements.]

Sourcing goals and KPIs

The above sourcing methods have been carefully selected to attract the top talent in our industry.

However, we do need to measure their impact to assess the weight we rely on each method. We will monitor the following KPIs to evaluate their impact which can be reassessed on [reassessment date].

	KPI 1	KPI 2	Goal	Reassessment Notes:
[Method 1]				
[Method 2]				
[Method 3]				

Budgeting

We will reevaluate the budget according to the impact in the table above. However, at this moment in time ([month, year]), our budget plan is as follows:

	Budget (per vacancy)	Budget (in total)
[Method 1]		
[Method 2]		
[Method 3]		

The hiring workflow

Using our ATS, we will simplify our recruitment process and incorporate the following steps:

💬 Use this section to create a flowchart of steps to incorporate in your hiring process.

3. Assessment

Based on the contents of this recruitment plan, we aim to assess its impact on [day, month, year]. The key 3 questions we will need to answer are:

1.

2.

3.