Recruitment Template

Write/Review the Job Description

- ☐ Who the role reports to
- ☐ Temp or perm
- ☐ Key tasks
- ☐ Secondary tasks
- ☐ What a typical candidate background looks like (personas)
- ☐ What others could perform the role
- ☐ Review the Market
- ☐ Check internal options
- ☐ Temp or perm availability
- ☐ How does the salary compare with the market?
- ☐ How does the role compare with others?
- ☐ Why should someone work for your company?

Build Your Selection Criteria

- ☐ Use a tick sheet based on Job Description
- ☐ Identify ideal and secondary attributes required

Marketing Plan

- ☐ Decide on a budget
- ☐ Identify the regions you are going to look (local, national or international)
- ☐ Use of job boards
- ☐ Social media
- ☐ Networks/referrals
- ☐ Use of Recruitment Agencies
- ☐ The application process
  - ☐ How will candidates be managed?
  - ☐ How long will it take?
  - ☐ Continuous review process, or wait until the conclusion of the application period?

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