**Recruitment Plan Template**

**Use this template to identify tasks, deadlines, and who’s responsible for completing tasks.**

**Instructions–**

* Review tasks listed below and adapt as needed.
* Assign an owner and completion date for each task.
* Recruiter will use this plan to oversee the overall process and ensure that task owners complete assigned tasks by the identified deadlines.

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| **Phase** | **Task** | **Owner** | **Completion Date** |
| Plan Recruitment  (2 weeks) | * Form Recruiting Committee * Review vacancy * Develop Recruitment Plan |  |  |
| Develop Recruiting Materials  (1 week) | * Update/develop job description * Develop *Interview Selection Criteria* and *Interview Guide* |  |  |
| Source  Candidates  (4 weeks) | * Identify advertising locations * Post job in advertising locations * Track candidate applications |  |  |
| Manage and Screen Candidates  (2 weeks—can overlap with previous phase) | * Review candidate applications * Select candidates for interview * Schedule candidates for interview |  |  |
| Interview and Select Candidates  (3 weeks) | * Interview candidates * Conduct reference check * Select candidate to make a job offer |  |  |
| Extend and Confirm Offer  (2 weeks) | * Extend offer letter * Prepare contract * Confirm start date * Update all applicants of the position being filled |  |  |