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