# **[Company Name] Recruitment Plan**

| **Plan Period** | [Month Range & Year] | **Version** |  |
| --- | --- | --- | --- |
| **Prepared By** | [Name & Job Title] |

## **1. Recruiting Aims & Goals**

List clear & measurable hiring goals. (Add more rows as you see fit)

| **Overall Goals** | **Additional Notes** |
| --- | --- |
| 1.  |  |
| 2. |  |
| 3. |  |

| **Specific Goals** | **KPIs to Measure** | **Expected Outcome** |
| --- | --- | --- |
| 1.  |  |  |
| 2. |  |  |
| 3. |  |  |

## **2. Positions to Fill**

 (Add more rows as you see fit)

| **Position** | **Employment Type** | **Target Start** | **Salary Range** |
| --- | --- | --- | --- |
|  | [Full-time, part-time, etc…] |  |  |
|  |  |  |  |
|  |  |  |  |

## **3. Sourcing Strategy**

[Include Diversity & Inclusion initiative here if relevant]

| **Channel/Method** | **Tactics** | **Sourcing KPIs/Goals** | **Launch Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##

## **4. Selection Workflow**

Outline each stage, responsible owner, and suggested timeline.

| **Stage** | **Owner** | **Suggested Timeline** | **Notes** |
| --- | --- | --- | --- |
| **Requisition** |  |  |  |
| **Posting** |  |  |  |
| **Screening** |  |  |  |
| **First Interview** |  |  |  |
| **Assessment/Task** |  |  |  |
| **Final Panel** |  |  |  |
| **Offer** |  |  |  |

## **5. Budgeting**

| **Category** | **Estimated Annual Cost** | **Notes** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## **6. Assessments**

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:

| **Questions** |
| --- |
|  1.  |
|  2. |
|  3. |