Recruitment Plan

Have a 10-15 minute meeting with the hiring manager to plan an effective recruitment. The better you understand the job, the easier it will be for you to create an effective job posting and screen applications to develop a short-list of quality candidates.

# Job

|  |  |
| --- | --- |
| Job Title: |  |
| Manager: |  |
| Agency/Team: |  |
| Date to Post: |  |
| Date to Close: |  |

# Agency Knowledge

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| How would you describe the agency culture? |   |
| What type of environment have you created for your team? |  |
| How does this position fit in with your agency strategic objectives and mission? |  |

# Position Specific Information

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| What is the major purpose of this job? |  |
| What are the key responsibilities? |  |
| Describe the key qualifications and competencies required for this position. (technical and soft skills) |  |
| What KSA can’t you live without? |  |
| What major projects will this person be responsible for? |  |
| What is the most relevant experience? |  |
| What is the ideal education level, if any? |  |
| What industry background(s), occupations, and similar positions or work have successful employees had? |  |
| What KSA gaps exist in your current team? |  |
| What type of customers/stakeholders will this person work with? |  |
| Who will this person interact with and how will they interact? (e.g., clients, video conference, travel). |  |
| Will they work independently or in a team? |  |
| Will they have direct reports? A budget? |  |
| What amount of travel is required? Purpose of travel? |  |
| Is it possible to meet with someone currently in this position or a similar role who is a top performer? |  |

# Value Proposition

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| Identify the possible career path that someone could take from this role? |  |
| Why would someone want this role? |  |
| What professional development or training opportunities exist? |  |
| What flexibilities are available? (ex. telecommute) |  |

# Strategic Sourcing information

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| Are there any potential candidates already identified? |  |
| Where have you sourced candidates from in the past? |  |
| What professional organizations would be relevant for this position? |  |
| What colleges or university would be a good source of candidates? |  |
| Are there any other people we could speak to from a networking perspective? |  |

# Interview Process

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| What will the interview process look like? Phone Interviews, in-person interviews, etc.? |  |
| What types of interview questions are you asking? |  |
| Will you conduct any skills tests? |  |
| Who will participate in the interview process, at what stage and in what role? |  |
| When do interviews need to be completed by? |  |
| How long will the position be posted? |  |
| What is the desired start date? |  |
| Does the position require any pre-employment checks (e.g., Criminal History Background check, Driving Record Check, Criminal Justice Information Systems (CJIS), etc.) |  |

# NExt Steps

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| Target date for applicant short-list |  |
| Target date for interviews |  |
| Target date for hire |  |
| Target date for recruitment debrief |  |