

Strategic Recruitment Plan

STEP 1: PLAN					
Action #1.1: Define the strategic goals	HIRING MILESTONES				OCCUPATIONAL SERIES: Enter occupational series
		Date	Date	Date	
	Targeted Number of Hires				
	Actual Number of Hires				
	Targeted Cumulative Number of Hires				
Actual Cumulative Number of Hires					
Action #1.2: Develop and finalize the recruitment budget	ACTIVITY			BUDGET	
	SOURCING			\$	
	RECRUITING EVENTS			\$	
	EMPLOYER BRANDING			\$	
	TECHNOLOGY			\$	
	TOTAL			\$\$\$	
Action #1.3: Identify government wide and agency-specific hiring authorities	Enter hiring authorities				
STEP 2: SOURCE					
ACTION #2.1: Identify talent sources based on desired knowledge, skills and abilities	Enter talent sources		Enter talent sources		
ACTION #2.2: Select the right sourcing technique	Enter sourcing technique				
ACTION #2.3: Continuously monitor sourcing channel effectiveness	KEY STRATEGIC METRIC	Date	Date	Date	Date
	Applicant pool depth (n, %)				
	Hires per source (n, %)				
	Interviewees per source (n, %)				
	Offers per source (n, %)				
STEP 3: ATTRACT					
ACTION #3.1: Generate calendar of recruitment events	Date	Date	Date	Date	
	Enter recruitment events	Enter recruitment events	Enter recruitment events	Enter recruitment events	
STEP 4: ENGAGE					
ACTION #4.1: Hiring manager's responsibilities	Has the hiring manager reserved time on their schedule to conduct bi-weekly or monthly 15-minute check-in calls with candidates while they wait for their background or security clearance check to be completed?				
ACTION #4.2: Continuously monitor the candidate experience	Has the hiring manager and HR professional reviewed the candidate experience survey scores? Where is their room for improvement, if any?				