



Recruitment Plan

1. *The Job*

- Job. What is the job? e.g. title, remuneration, location, structure, responsibilities, reporting, size, scope, budget, staff etc.
- Purpose. What is its most important purpose? e.g. overall results, business plan etc.
- Things to Do. What will the recruit need to do? Accountabilities, outputs, outcomes, performance indicators, relationships, decisions etc.

2. *The Essential Demands*

- Things to Know. What will the recruit need to know? e.g. qualifications, knowledge, skills, experience etc.
- Things to Be. What will the recruit need to be? e.g. competencies, abilities, characteristics, behaviours, style etc.

3. *The Advertisement*

- What is the job title, location, and salary package?
- What does the business/organisation do?
- What will the recruit need: to do, to know and to be?
- Why should potential recruits be interested?
- How can they apply?

4. *The Preliminary Interview*

- By sharing information about the role and the candidate's career, knowledge and



Recruitment Plan (continued)

ambitions, are we both interested in proceeding with the application?

- Would it be valuable to have a more rigorous assessment of this candidate?
- Is the job appropriate?
- Are the rewards acceptable?
- Are the obvious essential demands met?
- Might the less obvious essential demands be met?
- What is the recommendation (decline or invite to in-depth interview)? Why?

5. The In-Depth Assessment

- Should the candidate be offered a job?
- How does s/he feel about the job?
- What does s/he think is their most relevant experience?
- Are the essential demands met?
- How does s/he feel about the feedback?
- What is the recommendation (decline or invite to discuss job offer)? Why?

6. The Induction

What will be the recruit's objectives for: first day, first week, first month, first quarter?

For every important objective/target:



Recruitment Plan (continued)

- What exactly will the recruit be expected to achieve? e.g. vision, outputs, benefits, outcomes, results.
- How exactly will they achieve it? i.e. actions, timetable.
- What help will they need? e.g. time, money.