A recruiting strategy is a plan of action to help you successfully complete each step in a recruitment process while maintaining fairness, equity and legal compliance. Recruitment strategies often capture: stages in a hire; goals; special considerations; timeline.

1. **Kick-off meeting(s) with hiring manager/hiring advisory committee chair, recruiter and any other partners known already**
   a. Goals
      i. Review position needs
      ii. Identify other individuals to be involved in the hire or specific stages
   b. Early May

2. **Finalize hiring advisory committee**
   a. Hiring manager, recruiter, peer teammate, stakeholder partner
   b. Strive for diverse representation within committee
   c. By end of May

3. **Begin meeting as full committee**
   a. Goals
      i. Review legal and policy considerations
      ii. Review confidentiality
      iii. Develop bias management strategy; discuss ways that we can constructively explore and interrupt potential biases as a committee
   b. Early June

4. **Finalize job post**
   a. Goals
      i. Prioritize position needs: required and preferred qualifications
      ii. Avoid excessive qualifications that could deter qualified applicants
      iii. Attract candidates through position, team and mission(s) descriptions
   b. By end of June

5. **Outreach strategy**
   a. Goals
      i. Work with recruiter and HR to identify and strategize for diversity outreach goals
      ii. Identify places we can advertise job posting in order to best achieve outreach goals and maximize applicant pool quality and diversity
      iii. Work with recruiter and HR to launch and advertise job posting
   b. By end of June

6. **Application window**
   a. Closes end of August; open at least 4 calendar weeks; review at mid-point to assess achievement, through this stage, of diversity outreach goals
7. **Develop standardized evaluation tools**
   a. Goals
      i. All tools based on job posting
      ii. Create application evaluation and interview prioritization rubric
      iii. Develop interview question pool; divide questions by first round and second round interviews
      iv. Create interview evaluation rubric(s)
      v. Ensure all processes, tools, etc. promote equity and bias management
   b. By end of August

8. **Prepare for interviews**
   a. Goals
      i. Finalize list of applicants to be interviewed
      ii. Finalize interview panel composition and procedures
      iii. Review legal, policy and bias considerations
      iv. Coordinate interviews: schedule and share details; coordinate necessary reasonable accommodations
   b. Mid-August

9. **Round 1 interviews**
   a. Debrief afterwards; conduct and share evaluations; determine Round 2 interviewees
   b. By end of August

10. **Round 2 interviews**
    a. Debrief afterwards; conduct and share evaluations; determine finalista(s)
    b. Mid-September

11. **Reference checks**
    a. Conduct reference checks for finalist(s)
    b. Late September

12. **Finalize hire**
    a. Extend job offer
    b. Background checks
    c. By end of September

13. **Onboard new employee!**
    a. Create plan in advance (late September)
    b. Early October