

Sample Recruitment Strategy: Hiring for Success Handout

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 finalist(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