Recruitment Plan

Complete one plan per hiring period (usually a quarter) or per major project such as a site launch or seasonal ramp. Base funnel numbers on your own historical conversion rates where you have them. Review the plan weekly against actuals and update it when demand or conversion rates change.

PLAN OVERVIEW

Plan name / period

Business unit or site(s)

Plan owner

Executive sponsor

Date prepared

Business driver (growth, new site, attrition, seasonal peak, new contract)

HIRING GOALS

Roles and number of hires needed per role

Start dates or training class dates required

Priority order if capacity is limited

Quality targets (e.g. 90-day retention, training pass rate, hiring manager satisfaction)

Diversity and inclusion goals or outreach commitments (if any)

FUNNEL MATH (PER ROLE)

Hires needed

Expected offer acceptance rate (%)

Offers needed

Interview-to-offer rate (%)

Interviews needed

Screen-to-interview rate (%)

Screens needed

Applicant-to-screen rate (%)

Qualified applicants needed

Expected no-show or pre-start drop-off allowance (%)

SOURCING STRATEGY

Internal mobility and rehire pool

Employee referral program (bonus, campaign dates)

Job boards and paid advertising (channels, budget, expected applicants)

Career site and talent community

Events, schools and community partners

Agencies or RPO (when used, fee basis)

Outbound sourcing and rediscovery of past applicants

SELECTION PROCESS AND SERVICE LEVELS

Process steps (apply, screen, assessment, interview, offer, checks)

Target time from application to first contact

Target time from application to offer

Interview panel and scheduling approach

What will be automated (screening, scheduling, reminders, offer letters)

TEAM AND CAPACITY

Recruiters and coordinators assigned (names, % of time)

Expected hires per recruiter per month

Hiring manager time required (hours per week)

Capacity gap and how it will be covered

BUDGET

Advertising and job boards

Agency fees

Referral bonuses

Events and travel

Assessments and background checks

Sign-on bonuses or incentives

Total budget and target cost per hire

TIMELINE AND MILESTONES

Key milestones (requisitions approved, ads live, hiring event, offers out, class start)

RISKS AND CONTINGENCIES

Top risks (e.g. low applicant flow, competing employer, pay below market, slow manager feedback)

Trigger point and response for each risk

METRICS AND REPORTING

Weekly metrics (applicants, screens, interviews, offers, accepts, starts vs plan)

Outcome metrics (time to fill, cost per hire, 90-day retention, quality of hire)

Report audience and cadence

Plan approved by (signature)

Date

Approval date