**Recruitment Plan**

**[Company Name]**

**[Date]**

Prepared by [HR Staff member name(s)]

1. **Position to Be Filled – [Job Title]**

In this paragraph, you can identify what position(s) need to be filled. You can include in bullet or paragraph form why these positions need to be filled. This is a good opportunity to identify changes in your organization that have led to this need.

1. **Intention**

It is the intention of [department/manager, etc.] to fill the position(s) listed above by hiring [number] full-time/part-time/casual employee(s). These new hires will be hired to work for [number] hours per week with an approximate rate of pay of [yearly salary or hourly pay].

1. **Target Group**

Based on the unique demands placed upon a [job position] at [company name], we will target possible job applicants who: [create bullet list of traits]

* + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **Method**

We will connect with possible applicants using the following means. [list events you will attend, social media platforms you will use, job boards, etc.]

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1. **Evaluation of Applicants**

We will evaluate the first round of applicants using a weighted system that takes into account the following:

* + - In-person interview (20%)
    - Professional references (10%)
    - Job assessment (20%)
    - Work experience (30%)
    - Education (20%)

The [number] applicants with the highest combined scores will be called back for a second interview. After this interview, the hiring managers will confer and come to a consensus. The successful candidate will be contact via phone and presented with an offer within 24 hours of the decision being made.