



Recruitment Planning & Strategy

Defining Hiring Needs & Job Roles

Recruitment planning starts with identifying your hiring needs and defining clear job roles. Consider the following steps:

- **Assess Workforce Gaps:** Review your current team and identify skill shortages or overworked departments.
- **Define Job Responsibilities:** Clearly outline what the role entails, including key duties and responsibilities.
- **Consider Business Growth:** Look at long-term business goals and ensure the new hire aligns with future needs.

Creating an Ideal Candidate Profile

Having a well-defined candidate profile helps streamline the recruitment process. Follow these steps:

- **Outline Key Skills and Qualifications:** Identify essential and desirable skills, qualifications, and experiences.
- **Consider Cultural Fit:** Define personality traits and work ethics that align with your company's culture.
- **Differentiate 'Must-Haves' vs. 'Nice-to-Haves':** Prioritize essential requirements while remaining open to adaptable candidates.

Setting a Hiring Budget & Timeline

A well-planned budget and timeline ensure an efficient hiring process. Key considerations include:

- **Determine Salary Ranges:** Research market salaries and set competitive compensation packages.
- **Allocate for Recruitment Expenses:** Budget for job postings, recruitment tools, and background checks.
- **Set Realistic Deadlines:** Avoid rushed hiring decisions by setting a structured timeline from job posting to onboarding.

Choosing the Right Recruitment Channels

Selecting the best recruitment channels improves the chances of attracting top talent. Consider these options:

- **Job Boards and Career Sites:** Use platforms like LinkedIn, Indeed, and Glassdoor to reach active job seekers.
- **Employee Referrals:** Encourage employees to refer qualified candidates for incentives.
- **Recruitment Agencies and Headhunters:** Use professional recruiters for specialized or hard-to-fill roles.
- **Networking Events and Social Media:** Engage with talent through industry events and professional social networks.