

Recruitment Preparation Checklist

Prepare to recruit before you are ready to recruit. You will decrease recruitment and hiring time and will likely create a larger more highly qualified candidate pool. Nothing beats well-planned recruitment and a strategic partnership with you and your hiring manager. Before you advertise your job, did you.....?

- Analyze future workforce demands of your agency or group for which you are responsible
- Partner with the hiring manager(s) to identify their recruitment needs
- Ensure merit system principles and other applicable laws, regulations, policies and procedures have been met
- Verify job analysis was completed
- Verify qualifications were identified, including required and desired competencies, based on job analysis
- Verify job is classified correctly
- Create a new or verify accuracy and currency of position description
- Ensure documents communicated to applicants are in plain language, free of jargon, easy-to-understand for the intended audience, accurate, and interesting
- Identify special marketing features (e.g., career advancement, job training, career development opportunities; mentoring programs; work benefits such as flexible work schedules, work location)
- Check RIF, ICTAP and other applicable lists
- Develop recruitment plan with timeline
- Develop marketing strategy
- Identify whether the position is traditionally hard-to-fill and if so, create a specialized recruitment strategy to address this
- Partner with HR to ensure shared understanding of roles and responsibilities and timelines

- Identify appropriate selection assessment(s) and ensured they are ready to be administered