

5-Phase Recruitment Plan



What are the 5-Phases?

1

**Strategy &
Pre-Planning**

2

**Posting &
Active
Recruitment**

3

**Screening &
Phone
Interviews**

4

**In-Person
Interviews**

5

**Selection &
Hiring Process**

Phase 1 - Strategy & Pre-Planning

- Ask questions such as, why are we hiring? How fast do we need to fill this position?




- Outline department/organizational goals. Tailor those to ideal candidate.




- Plan job posting (time and destinations) & establish budget.

Phase 2 - Posting & Active Recruitment

- Clear and concise definition of expectations/re-evaluate position(s) requirements.
- Ensure that job postings are short and highlight importances of position(s) and benefits.
- Post position(s) in destinations that will generate the most traffic and give you a good ROI.
- Daily attention to position(s) is crucial. 

Phase 3 - Screening & Phone Interviews

- Take time to screen candidates.
 - Ask questions such as, what does their internet presence say about them? How would they fit in with the culture and vision of the organization?
 - Compare candidates and match skills demonstrated with department/organization goals already set in Phase 1.
 - Come to know them before meeting them in-person (Time is valuable and costly!).
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Phase 4 - In-Person Interviews

- Invite only those who are necessary and will provide valuable opinions and knowledge about the organization.



- Create templated questions for everyone to prevent Title VII legalities.



- Asking candidates experience and scenario based questions will showcase talents, skills, and abilities crucial for the position.

Phase 5 - Selection & Hiring Process

- Invite top candidate for a luncheon with key organization leaders for final selection process.
- Negotiating wage/salary is crucial before offer extension of position.
- Be respectful to all those that interviewed and give them timely responses.
- Onboard and orient your new hire.

