

RACI Matrix

Task / Stakeholders	Project Lead Anne	Internal Recruiter John	Hiring Manager Natasha	Stakeholder 4: Steven	Stakeholder 5: Sarah	Stakeholder 8: Allison
Task 1: Defining the job role	A	A	R	I	R	A
Task 2: Creating a requisition	A	R	I	C	I	A
Task 3: Writing the job ad	C	A	C	A	C	C
Task 4: Posting the job ad	C	R	I	R	I	C
Task 5: Promote the position on the company channels	C	A	I	R	I	C
Task 6: Advertise the position internally	I	A	R	C	R	I
Task 7: Review applications	A	I	R	I	R	A
Task 8: Candidate screening	C	I	C	I	C	C

RACI	
R - Responsible The people who take action to get the task done. They are responsible for the work or making the decision. You can have more than one person responsible for a task, but to make the decision-making process effective, try having one person responsible for a single task.	A - Accountable The person who owns the task or deliverable. They might not get the work done themselves, but they are responsible for making sure it is finalized. To avoid confusion and the diffusion of responsibility, it's better to have one accountable person per project task.
C - Consulted The person, role, or group who will help complete the task. They will have two-way communication with the people responsible for the task by providing input and feedback over the task completion.	I - Informed The people, roles, or groups that need to be up to date on the task's progress. They will not have two-way communication, but it's essential to keep them informed since they will be affected by the final outcome of the task/project.