**Strategic Recruitment Plan**

**[Company Name]**

**[Date]**

|  | **Name** | **Position/Title** | **Key Responsibilities** |
| --- | --- | --- | --- |
| **Person 1** |  |  |  |
| **Person 2** |  |  |  |
| **Person 3** |  |  |  |
| **Person 4** |  |  |  |

**Position Information and Description – [Job Title]**

*This paragraph identifies the position(s) that need to be filled. You may use bullet points or paragraphs to explain why these roles must be filled. This is an excellent opportunity to identify the organizational changes that have led to this need.*

**Need Analysis, Intention, and Just Cause**

*The [department/manager/etc.] intends to fill the aforementioned position(s) by hiring [number] full-time/part-time/casual employees (s). New employees will be employed to work [number] hours per week at [annual salary or hourly wage] approximately.*

*The framework provides a strategic direction for managers to* ***Map the Gap*** *between where the organization currently is and align it to where it needs to be with just cause in identifying the need analysis, the intention on how the position will provide resolution, and the just cause to fill the requisition.*

**Target Population**

Based on the strategic direction of the organization and through the workforce planning initiatives (Needs/Gap & Position Analysis), the hiring team will recruit candidates who possess these necessary knowledge, skills, and abilities:



**Recruitment Method**

We will communicate with potential applicants via the following channels: [include a list of upcoming events, social networking sites, employment boards, etc.]



**Evaluation and Recommendations**

Applicants will be rated and evaluated using the weighted scale listed below. [This can include weighted interview score, job assessments, education, experience, salary expectations, references, availability timeline.]



[Describe process for moving forward with applicants after this stage and the recommended next steps to ensure the most appropriate candidate is selected. The hiring team must ensure that each additional step is intentional in the decision making process and not a function to drag the process along unnecessarily.]

**Comments**