Recruitment Planning Meeting

Schedule a recruitment planning meeting with the HR director, your department head, or, potentially, a coworker or internal customer who can give valuable insight on interaction with your position.

The recruitment planning meeting is the time to:

- Review the job description and make any revisions. Discuss the experiences of those who have worked successfully in a similar position. Together, determine the six to eight most important qualities, experiences, education, and characteristics that the successful candidate for your position will possess. (You can list more, but you risk weakening your most important requirements if you list more than ten.) Your HR Director will use these characteristics to help you write the classified ad and post the job online. This step will also help you when you begin the screening process as resumes begin to arrive.
- Now that you have the important requirements prioritized, with the assistance of the HR Director, determine where to advertise the position to develop the most diverse, exhaustive candidate pool, including asking for internal referrals.
- Decide upon the candidate screening questions the hiring supervisor will use during the telephone interviews. Type your questions on the Telephone Interview Form.
- Determine who will interview the potential employees. Plan the interview and follow-up process. Create your behavioral interview questions and type them on the Interview Questions/Rating Form.

This planning meeting and the recruiting activities that result from it will improve your employee selection process. An improved recruiting and selection process ensures that your organization is selecting candidates who will succeed and help your organization achieve its mission and goals.