

Recruitment Project Plan Plan/Timeline

Tip: You can change the order of these items or add/delete items depending on your recruitment. For example, if you will be testing applicants instead of having them write supplemental questions, work with your HR analyst to identify testing dates BEFORE you post the job and include them as a part of this timeline.

Tip: Have a target date for ALL Of these items BEFORE you post the job. It creates disproportionate impacts if you post a job and keep candidates waiting for months in between process steps. It would be better to wait to post the job so your process for the external applicant can flow seamlessly instead of making them wait.

Target Date	Item	Key People/Stakeholders
	Equitable Hiring Tool Meeting #1	
	Equitable Hiring Tool Meeting #2	
	Equitable Hiring Tool Meeting #3	
	Position Description and Job Posting Complete	
	Supplemental Questions and Benchmarks Complete	
	Identify Supplemental Question reviewers and block time on calendars	
	Identify interview panelists and block time on calendars	
	Position opens/posted	HR
	Interview questions and benchmarks complete	
	Position closes	
	Minimum qualifications review	HR *Tip – ask your HR analyst to estimate how long the minimum qualifications review will take and plan that time in to your process – give a couple of extra days for emergencies. They can often look at similar prior recruitments and give a great estimate.
	Orientation with supplemental question reviewers – go through benchmarks, make sure they are understood and equitable.	
	Supplemental question review	
	Orientation with Interview Panelists – go through benchmarks, make sure they are understood and equitable.	
	Interview – round 1	
	Interview – round 2	
	Reference checks	