

Recruitment Strategy Meeting Checklist

Hiring Manager:

Recruiter:

Date posted:

Checklist**Comments**

- Internal candidate process
- Referrals/Sourcing (LinkedIn)
- Timeline
- Particular questions
- Recruiter reviews all applications
- Phone screens/notes

In person interviews

- First interview* with hiring manager(s)
- Second interview* who will schedule?
- Finalist identified
- Final Round* with Human Resources
- Reference check (typically 3-4 business days)

Conditional Offer Stage

- Background checks (typically 2-3 business days)

Final Offer Stage

- Offer Letter

-
- Out of Office Dates
