

★	TALENT ACQUISITION: Getting the right people one check at a time!	See More	Priority	Importance
👤	Identifying the Vacancy			
☐	Define the need for a new position or a vacancy		Relevant	
☐	Create a detailed job description with outlined responsibilities and requirements	Example	Relevant	
📋	Approval and Budget Alignment			
☐	Obtain approval from the department heads		Relevant	
☐	Define selection criteria with hiring managers		Relevant	
☐	Align the position with the existing organizational budget and planning		Relevant	
☐	Ensure the compensation package is competitive and aligns with the industry standards		Relevant	
📅	Recruitment			
☐	Draft a well-articulated job advertisement that includes a clear job title, responsibilities, qualifications, requirements,	Example	Relevant	
☐	Choose recruitment channels: internal postings, job boards, social media, etc.		Relevant	
☐	Promote the vacancy through internal communication channels to encourage internal referrals and applications		Relevant	
☐	Post job vacancy as an organic post on LinkedIn.	See More	Relevant	
☐	Consider running a promotion campaign on LinkedIn Talent Solutions.	See More	Relevant	
☐	Post job vacancy as an organic post on Facebook and Facebook groups.	See More	Relevant	
☐	Consider running a paid campaign for the job vacancy on Facebook.	See More	Relevant	
☐	Post job vacancy as an organic post on Instagram.	See More	Relevant	
☐	Consider running a paid campaign for the job vacancy on Instagram.	See More	Relevant	
☐	Post job vacancy on the company's official website, specifically under the careers page. Don't forget to share this on	See More	Relevant	
☐	Create engaging content such as videos, infographics, or blog posts to highlight the job opportunity and the company		Relevant	
☐	Collaborate with recruitment agencies or headhunters to expand the search for suitable candidates		Relevant	
☐	Attend industry conferences, workshops, and meet-ups to network with potential candidates		Relevant	
☐	Collaborate with universities and colleges for campus recruitment and job fairs		Relevant	
☐	Use analytics to identify the most successful channels and refine the promotion strategy accordingly		Relevant	
📄	Application Review and Shortlisting			
☐	Make a database of all applications received for the position in question, with relevant information about the candidate	Template	Relevant	
☐	Shortlist candidates based on merit and fit for the role		Relevant	
☐	Prepare a list of potential questions to assess candidates' competencies	Example	Relevant	
💬	Interview Process			
☐	Check out our Pre-interview section		Relevant	
☐	Check out our Interview Execution section		Relevant	
☐	Check out our Post-interview section		Relevant	
🏠	Job Offer and Negotiation			
☐	Initiate a conversation with the candidate to discuss the potential offer		Relevant	
☐	Gauge the candidate's expectations regarding the role, responsibilities, and remuneration		Relevant	
☐	Discuss the proposed salary structure, including base salary, bonuses, and other incentives	See More	Relevant	
☐	Address benefits such as health insurance, retirement plans, and other perks		Relevant	
☐	Discuss the potential career path and growth opportunities within the organization	See More	Relevant	
☐	Discuss work-life balance, remote working possibilities, and other organizational policies		Relevant	
☐	Collect feedback from the candidate about their experience during the negotiation process		Relevant	
☐	Remember to send out rejection emails to unsuccessful applicants, and ask to stay in touch for future opportunities.		Relevant	
👤	Employee Onboarding			
☐	Orientation		Relevant	
☐	Check our First-Day Section		Relevant	
☐	Check our First-Week Section		Relevant	
☐	Check our First-Month Section		Relevant	
📈	Performance Monitoring and Feedback			
☐	Schedule regular check-ins to monitor the new employee's progress		Relevant	
☐	Provide constructive feedback		Relevant	
☐	Adjust goals and plans as necessary based on the new employee's performance and growth		Relevant	
📊	Feedback and Continuous Improvement			
☐	Collect feedback from the new employee regarding their onboarding experience		Relevant	
☐	Utilize feedback to make continuous improvements to the recruitment and onboarding process		Relevant	