

1-PAGE RECRUITMENT PLAN

Hiring great engineers is hard. This plan will guide you on that journey. There are 2 versions of the 1-Page Recruitment Plan in this document. One with prompting questions (below); and a blank one for you to fill out (next page).

How to use the 1-Page Recruitment Plan? Check out the [video](#).

Before (Hiring Setup)		
WHAT WE ARE LOOKING FOR • Why are we hiring? • What's our Ideal Candidate Profile? • What is our hiring process? Template Document: Role Kickoff	WHY CANDIDATES JOIN US • What's the company mission? • What growth opportunities are there in this role? • What team do they join? • What impact do they have?	HOW WE MANAGE THE PROCESS • How do candidates apply for jobs? • How are applications reviewed? • Who manages of the hiring process?
During (Hiring Process)		
 Attracting Candidates	 Assessing Candidates	 Closing Candidates
HOW CANDIDATES FIND US • In which job boards do we publish? • How do we manage our Careers page? • What events & communities could be sources of interesting candidates?	OUR SCREENING • What hard criteria are required vs preferred when reviewing resumes? • What questions could we ask to predict ability in core skills for the job?	HOW WE EXTEND OFFERS • What steps to we take to pre-close candidates throughout the process? • How do we frame our offer as a good career move for candidates?
HOW WE FIND CANDIDATES • How do we generate referrals? • What companies do ideal candidates work at? • How do we message candidates and through which channels?	OUR TECHNICAL CHALLENGE • What short technical exercise most resembles core job tasks? (ex: Online Test, Live Coding, Take-home Challenge) • How do we avoid losing top candidates who are not willing to do this exercise?	OUR OFFER DOCUMENTS • Offer Letter template • Offer Presentation template
After (Optimize Hiring Results)		
RECRUITMENT METRICS • How long is our Time-to-hire? • What are our best candidate sources? • What is the candidate conversion rate per stage of the hiring process? • How do we measure Quality-of-Hire?	CANDIDATE EXPERIENCE • How do we track the candidate experience in our hiring process? • What feedback do we provide to candidates when they're rejected?	CONTINUOUS IMPROVEMENT • How do we estimate recruitment workload and capacity to meet goals? • How often do Recruiters and Hiring Managers meet for hiring sync?

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Fill out this document to structure your recruitment.

Before (Hiring Setup)

WHAT WE ARE LOOKING FOR	WHY CANDIDATES JOIN US	HOW WE MANAGE THE PROCESS

During (Hiring Process)

 Attracting Candidates	 Assessing Candidates	 Closing Candidates
HOW CANDIDATES FIND US	OUR SCREENING	HOW WE EXTEND OFFERS
HOW WE FIND CANDIDATES	OUR TECHNICAL CHALLENGE	OUR OFFER DOCUMENTS

After (Optimize Hiring Results)

RECRUITMENT METRICS	CANDIDATE EXPERIENCE	CONTINUOUS IMPROVEMENT



BONUS • Need expert advice on some of these topics? Book a call with me using [this link](#).

