





Recruiters Checklist

Obviously, your internal recruitment teams are central to the E-Recruitment strategy and as such it is important to ensure they are given the tools required to focus on strategic delivery of the programme.

In this checklist, for each of the statements, grade your current capability; whether you require the capability; or whether it is not necessary.

		Currently Use	Not Required	Required	
Job Requisitions		Recruiters can define the specification of new and existing roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can post jobs to the careers site, job boards and multi-posting services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can broadcast jobs across social networks and channels and monitor responses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can distribute jobs to agencies and/ or PSL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talent Pooling		Recruiters can create talent pools of candidates based on skills, experience etc	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can send emails/ create email campaigns to nurture talent pools and monitor responses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Candidate Assessment		Recruiters can rank applicants based on skills and experience against the job requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can create longlists & shortlists of suitable candidates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can schedule and record details of phone calls, emails and SMS communications with candidates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Onboarding		Recruiters can schedule interviews with candidates and hiring managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Recruiters can keep new starters warm via scheduled phone calls, emails and SMS prior to their start day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>