

EMPLOYER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iMATCHSKILLS ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Recruitment Plan** |
| **Employer Expectations and Timeline** |
| **Date(s)** | **Checklist Items** | **Yes** | **No** | **Not Required** | **Comments** |
|  | Workplace site visit with all hiring managers | [ ]  | [ ]  | [ ]  |       |
|  | Promote CWRC letter of support | [ ]  | [ ]  | [ ]  |       |
|  | Promote OJT/other current incentives | [ ]  | [ ]  | [ ]  |       |
|  | Advertise and post position(s) | [ ]  | [ ]  | [ ]  |       |
|  | Screen candidates | [ ]  | [ ]  | [ ]  |       |
|  | Check-in mid-process for feedback and adjustments as needed  | [ ]  | [ ]  | [ ]  |       |
|  | Present top candidates | [ ]  | [ ]  | [ ]  |       |
|  | Coordinate logistical arrangements for interviews  | [ ]  | [ ]  | [ ]  |       |
|  | Schedule interviews  | [ ]  | [ ]  | [ ]  |       |
|  | Follow-up post interviews for feedback and hire information | [ ]  | [ ]  | [ ]  |       |
|  | Complete survey and evaluation forms | [ ]  | [ ]  | [ ]  |       |
|  | Follow-up post employee start date to ensure employee is a quality match | [ ]  | [ ]  | [ ]  |       |
|  | Interview employer and employee for success story/media release  | [ ]  | [ ]  | [ ]  |       |
|  | Check in for future anticipated hiring needs  | [ ]  | [ ]  | [ ]  |       |
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PRIMARY CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Recruitment Plan** |
| **OED Expectations and Timeline** |
| **Date(s)** | **Checklist Items** | **Yes** | **No** | **Not Required** | **Comments** |
|  | Employer Visit (understanding of EMP Culture, JL details, EMP hiring process, EMP decision makers, etc.) | [ ]  | [ ]  | [ ]  |       |
|  | Employer visit documentation in iMS | [ ]  | [ ]  | [ ]  |       |
|  | Employer Visit Report (overview of EMP and JL requirements) to Team | [ ]  | [ ]  | [ ]  |       |
|  | Enter JL in iMS; description and application instructions reviewed  | [ ]  | [ ]  | [ ]  |       |
|  | Run Searches (both JL & JS matches) and send out notifications | [ ]  | [ ]  | [ ]  |       |
|  | Advertise JL on behalf of EMP directing candidates to OED for screening | [ ]  | [ ]  | [ ]  |       |
|  | Work JL until enough Referral Recommendations (# varies) | [ ]  | [ ]  | [ ]  |       |
|  | Follow-up with recommended JS for resume/application and next steps | [ ]  | [ ]  | [ ]  |       |
|  | Check-in with EMP mid-process for feedback and adjustments as needed  | [ ]  | [ ]  | [ ]  |       |
|  | Mid-process documentation in iMS | [ ]  | [ ]  | [ ]  |       |
|  | Screen recommendations and schedule pre-screening interviews with qualified candidates | [ ]  | [ ]  | [ ]  |       |
|  | Identify top candidates for referral | [ ]  | [ ]  | [ ]  |       |
|  | Present top candidates to employer and identify interview times/date/location | [ ]  | [ ]  | [ ]  |       |
|  | Schedule and prepare JS for interview  | [ ]  | [ ]  | [ ]  |       |
|  | Follow-up with EMP immediately following interviews for feedback & hire information.  | [ ]  | [ ]  | [ ]  |       |
|  | Document results in iMS  | [ ]  | [ ]  | [ ]  |       |
|  | Team debrief about closure of recruitment  | [ ]  | [ ]  | [ ]  |       |
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