

HR Management Checklist

HR Management are key stakeholders in your 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.



Job Requisitions



Process Optimisation



Recruitment Analytics

Currently use Not required Required



HR Management can access a library of jobs to ensure consistency and suitability when promoting vacancies

☐
☐
☐


HR Management can ensure the job requisition process is followed to ensure jobs are raised correctly

☐
☐
☐


HR Management can define the recruitment workflow processes that campaigns will follow

☐
☐
☐


HR Management can monitor and audit that references have been collected for new hires appropriately

☐
☐
☐


HR Management can monitor compliance with policies and legislation throughout the process

☐
☐
☐


HR Management can define and access KPI's and metrics for monitoring recruitment activities and success

☐
☐
☐


HR Management can ensure Equal Opportunities and diversity policies are being met

☐
☐
☐