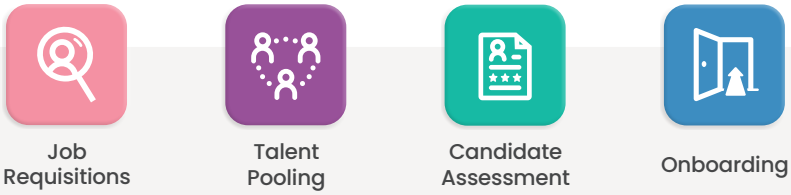
eploy
an access company

Recruiter 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
Recruiters can define the specification of new and existing roles	☐	☐	☐
Recruiters can post jobs to the careers site, job boards and multi-posting services	☐	☐	☐
Recruiters can broadcast jobs across social networks and channels and monitor responses	☐	☐	☐
Recruiters can distribute jobs to agencies and/ or PSL	☐	☐	☐
Recruiters can create talent pools of candidates based on skills, experience etc	☐	☐	☐
Recruiters can send emails/ create email campaigns to nuture talent pools and monitor responses	☐	☐	☐
Recruiters can rank applicants based on skils and experience against the job requirements	☐	☐	☐
Recruiters can create longlists & shortlists of suitable candidates	☐	☐	☐
Recruiters can schedule and record details of phone calls, emails and SMS communications with candidates	☐	☐	☐
Recruiters can schedule interviews with candidates and hiring managers	☐	☐	☐
Recruiters can keep new starters warm via scheduled phone calls, emails and SMS prior to their start day	☐	☐	☐