

6 Steps To Effective Recruiting Route Sheet

Introduction: This form is the single most important part of your recruiting effort. You'll want to use one form for each position you are filling. The purpose of this form is to simplify your recruiting effort by systematizing using a checklist and keeping score for more effective recruiting outcomes. 300 plus points gives you the most likelihood of success in your efforts.

Today's Date

Applicant's Info	Position Title
	Applicant Last Name, First Name
	Area Code Home Telephone Number
	Area Code Alternate Telephone Number email fax

Time Lines & Budget	Recruiting For This Position Start Date	Deadline Date	Actual Completed Date	
	Budget Estimate		Total Fees Actual	
	Classified Ads	\$	Classified Ads	\$
	Posters	\$	Posters	\$
	Mailers	\$	Mailers	\$
	Agency Fees	\$	Agency Fees	\$
	Other		Other	

Effective Recruiting Check List & Score Board

Recruiting Check List & Effectiveness Score	1) Planning		
	Task	✓ Completed	Score
	Planner Form	<input type="checkbox"/> Yes=10 pts	
	Job Description	<input type="checkbox"/> Yes=10 pts	
	Reverse Resume	<input type="checkbox"/> Yes=10 pts	
	Compensation Package	<input type="checkbox"/> Yes=10 pts	
	Career Path	<input type="checkbox"/> Yes=10 pts	
	Score on the Planning step 100%=50 pts		/
	2) Sourcing		
	Task	✓ Completed	Score
	Select "three ways"	<input type="checkbox"/> Yes=10 pts	
	Create classified ad	<input type="checkbox"/> Yes=10 pts	
	Set promotion budget	<input type="checkbox"/> Yes=10 pts	
	Place ads, or job orders	<input type="checkbox"/> Yes=10 pts	
	Collect/clip ads/orders	<input type="checkbox"/> Yes=10 pts	
Track responses	<input type="checkbox"/> Yes=10 pts		
Score on the Sourcing step 100%=60 pts		/	
3) Screening			
Task	✓ Completed	Score	
Rank resumes/apps	<input type="checkbox"/> Yes=10 pts		
Sort resumes/apps	<input type="checkbox"/> Yes=10 pts		
Select top 6	<input type="checkbox"/> Yes=10 pts		
Set 1st phone interview	<input type="checkbox"/> Yes=10 pts		
Perform 1st ph. interview	<input type="checkbox"/> Yes=10 pts		
Rank findings	<input type="checkbox"/> Yes=10 pts		
Call back top 4 for FTF	<input type="checkbox"/> Yes=10 pts		
Complete FTF on 4	<input type="checkbox"/> Yes=10 pts		

3) Screening, continued		
Task	✓ Completed	Score
Rank interviews	<input type="checkbox"/> Yes=10 pts	
Call back top 2	<input type="checkbox"/> Yes=10 pts	
Second interview top 2	<input type="checkbox"/> Yes=10 pts	
Test top 2	<input type="checkbox"/> Yes=10 pts	
Score on the Screening step 100%=120 pts		/
4) Selection		
Task	✓ Completed	Score
Review findals on top 2	<input type="checkbox"/> Yes=10 pts	
Make decision	<input type="checkbox"/> Yes=10 pts	
Check references	<input type="checkbox"/> Yes=10 pts	
Prepare offer	<input type="checkbox"/> Yes=10 pts	
Score on the Selection step 100%=40 pts		/
5) Hiring		
Task	✓ Completed	Score
Make offer via phone or FTF	<input type="checkbox"/> Yes=10 pts	
Set start date	<input type="checkbox"/> Yes=10 pts	
Send offer/welcome ltr	<input type="checkbox"/> Yes=10 pts	
Score on the Hiring step 100%=30 pts		/
6) Follow-through		
Task	✓ Completed	Score
Prepare orientation plan	<input type="checkbox"/> Yes=10 pts	
Set training benchmarks	<input type="checkbox"/> Yes=10 pts	
Start new employee	<input type="checkbox"/> Yes=10 pts	
Complete initial review	<input type="checkbox"/> Yes=10 pts	
Score on follow-through 100%=40 pts		/
Grand Total Score 100% 340 pts		/