

# Talent Management checklist

We have divided talent management into 4 sub-areas to make it easier for you to organise your work. Each item in this checklist is actionable and measurable, guiding you through key steps in effective Talent Management.

## Talent Attraction

- Define your employer brand (EB):** Identify your unique company values and create your employer value proposition (EVP).
- Develop an employer branding strategy:** Collaborate with marketing and make sure your strategy is consistent with your recruitment and hiring process too.
- Enhance online presence:** Update your career website, social media profiles and job adverts to communicate your EVP and EB.
- Engage existing employees:** Help your current employees take part in talent attraction through sharing their positive experiences working for your company.

## Talent Acquisition

- Review recruitment process:** Make an assessment and identify any areas for improvement, both for internal and external candidates.
- Implement data-driven recruitment:** Decide on which TA metrics to measure and use analytics for decision-making.
- Encourage and incentivise employee referrals:** Create an internal candidate referral program.
- Make it inclusive:** Ensure your entire TA process is inclusive and encourages diverse candidates to be considered.

## Talent Development

- Create individual development plans:** Align development plans with employee performance, career aspirations and possible career paths.
- Launch mentorship programs:** Pair employees with experienced mentors, either internal or external.
- Invest in learning resources:** Implement a learning management system and offer online courses, workshops, and seminars.
- Encourage stretch assignments:** Offer employees to take on tasks currently beyond their level of skill or knowledge, and cross-departmental projects for broader skill development.

## Talent Retention

- Conduct employee surveys:** Gather feedback on employee satisfaction, engagement and wellbeing.
- Develop clear career paths:** Show clear progression possibilities and what is needed to get there.
- Implement culture & wellbeing programs:** Focus on a culture of belonging and inclusion. Create mental and physical health and wellbeing programs.
- Create leadership succession plans:** Consistently nurture your future leadership pipeline.

# Talent Management Objectives and Key Results examples

This part should help you visualise what type of objectives and key results you can set-up for you and your team in each area of talent management. These are examples only. Adjust any objectives & key results to fit your organisation's goals.

## Talent Attraction

**Objective:** Strengthen Employer Branding to Attract Top Talent

- ✓ **Key Result 1:** Increase social media engagement by 50%.
- ✓ **Key Result 2:** Achieve a 40% increase in career page traffic.
- ✓ **Key Result 3:** Increase the number of employee referred candidates by 30%.

## Talent Acquisition

**Objective:** Optimise the Recruitment Process for Efficiency and Quality

- ✓ **Key Result 1:** Reduce time-to-hire by 25%.
- ✓ **Key Result 2:** Achieve a 95% candidate satisfaction rate.
- ✓ **Key Result 3:** Fill 90% of open positions within 50 days.
- ✓ **Key Result 4:** Increase number of applications from diverse candidates by 20%.

## Talent Development

**Objective:** Enhance Employee Skills and Career Growth

- ✓ **Key Result 1:** Increase employee participation in development programs by 30%.
- ✓ **Key Result 2:** 85% of employees complete their individual development plans.
- ✓ **Key Result 3:** Implement a future leader program that runs across departments.

## Talent Retention

**Objective:** Improve Employee Engagement and Retention

- ✓ **Key Result 1:** Achieve a 90% employee satisfaction rate.
- ✓ **Key Result 2:** Reduce annual turnover rate to below 15%.
- ✓ **Key Result 3:** 90% of all leaders to have 3 named successors.
- ✓ **Key Result 4:** 50/50 gender diversity within the leadership team and succession pipeline.

**nectō consulting** helps create talent management solutions that unite and evolve. We offer a range of services, from custom-built workshops and trainings, talent strategy design and implementation, to D&I-powered people processes.

**Our end goal?** Structured and professional processes for talent attraction, engagement and retention that not only save your organisation time and money but is also inclusive.



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Learn more how specifically we can help your organisation at:

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