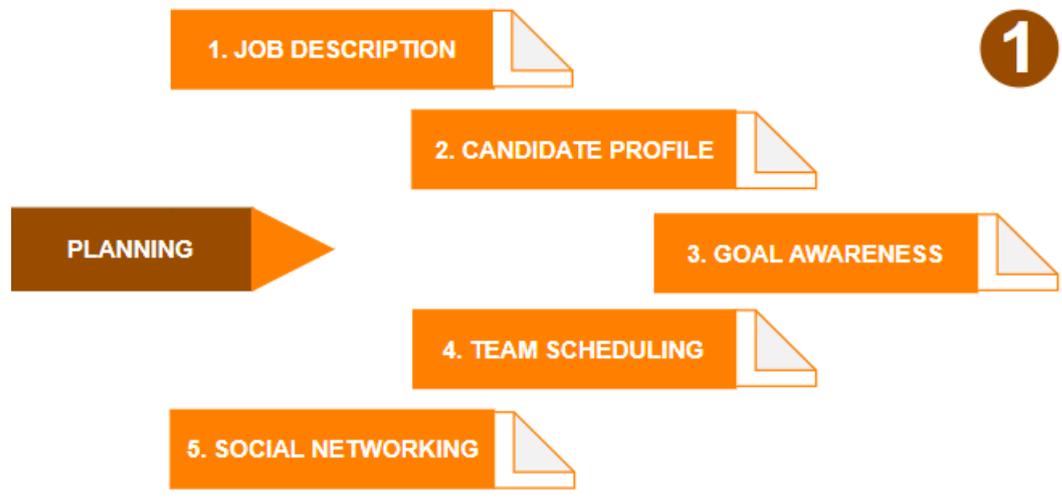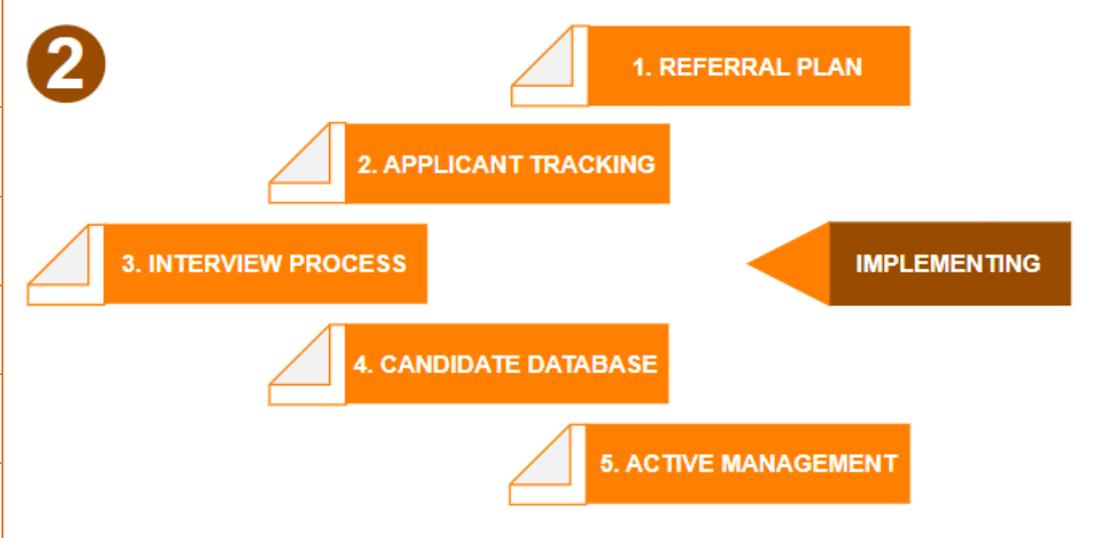# CANDIDATE SOURCING CHECKLIST

Follow the CHECKLIST below to ensure the candidate sourcing process is a smoother activity

Candidate Sourcing Checklist will help you in sourcing the right candidate profiles at a right time. Perhaps, you can realize multiple benefits such as Talent Pipeline Creation and Efficient Workforce Management. In the long run, it will help you in saving more time and money resulting in maximum RoI.

① PLANNING

JOB DESCRIPTION: Post a job description based on the current project goals to be achieved.

CANDIDATE PROFILE: Search for profiles of only those candidates that meet your requirements.

GOAL AWARENESS: Zero upon a target that you would like to achieve during a specific period.

TEAM SCHEDULING: Form a team of recruiters by discussing with them the kind of profiles required.

SOCIAL NETWORKING: Make optimum use of your social media handles to optimize your search for the right profiles.

KEY TAKEAWAYS	• More candidates in less time • Improved quality of candidate profiles • Excellent candidate ecosystem

IMPLEMENTING

REFERRAL PLAN: Create an Employee Referral Plan as it will motivate your existing employees in referring more suitable candidates.

APPLICANT TRACKING: Maintaining an ATS will not only improve the quality of sourcing but also saves time.

INTERVIEW PROCESS: Simplify the scheduling of interviews by following up instantly with the candidates.

CANDIDATE DATABASE: Ensure that you add every profile to the database that serves best for future references.

ACTIVE MANAGEMENT: Implement regular follow-ups with your internal teams and update the database regularly.

KEY TAKEAWAYS	• Creates a positive feel among employees • Reduce the time to interview and onboard candidates • Anytime reference to the database for candidates in future

Write for more information on **candidate sourcing** to: **info@spectraforceirecruit.com**