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the recruitment process is a strategic series of steps from job description to offer letter designed to attract assess and hire suitable candidates it includes recruitment marketing searching for passive candidates referrals managing candidate experience team collaboration evaluations applicant tracking compliance to break the cycle what you need is a robust recruitment planning process a full recruitment plan should include an agreed upon workforce plan hiring approach and marketing strategy if you don t have time for the full process recruiters and talent acquisition professionals have to use the right tools and resources in order to find and evaluate great candidates who can help the company achieve its goals this article outlines 25 tools documents and resources every recruiting team should have in their arsenal hiring roadmap the recruitment process document serves as a comprehensive guide outlining the step by step procedures and best practices for attracting assessing and selecting top quality candidates to clickup s recruitment process sop template is designed to streamline your hiring process and ensure consistency in your recruitment efforts this doc template provides a step by step guide to help you document and follow use the recruitment application form template to collect your applicant s information from a free online form just customize the questions to match the applicant s details embed the form on your website or send it as a link and watch as submitted forms are automatically sent straight to your jotform account the best way to document and implement your recruitment process is with a recruitment process flowchart sometimes referred to as a recruitment workflow recruitment process flowcharts map out the recruiting process adopting a standardized recruitment process checklist is key for any talent acquisition team having a set of to dos in place ensures all team members are on the same page keeps the hiring process moving and helps decision makers find inefficiencies in each recruitment step creating a recruitment process flowchart involves breaking down the complex journey of finding and hiring the right talent i e the recruitment and selection process into manageable sequential steps how to document your company s recruiting process adapt our recruiting process deck for your company designed as a quick reference to help members of your company navigate the recruiting process nb this is not the same as the fully documented recruiting process that hr and leadership use in order to

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