***Business Name***

**The team** – include relevant stakeholders, i.e. leaders, hiring managers and key personnel

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**Skill/Position Gap Analysis**

Short Term Needs

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Long Term Needs

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Current Talent

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Gaps – positions and/or skills

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**Clearly define your Ideal Candidate -** ask what skills and behaviors are required

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skills & Behaviors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Align Recruitment Strategy to Business Strategy.**

Forecast - 6 to 9 months

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Employer Branding – Why should they work for you?

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Sources for Candidates- Where will you find them

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Recruitment Process – Consider resume tracking, timeline from job posting to hiring, interview process, communications

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**Execute –** timeline

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