



## Recruitment and Hiring Action Items

### Job Posting and Advertising

- **Action Item: Develop Job Ad Content**
  - **Deliverable:** Professionally written job advertisements that clearly define the role, qualifications, and company culture, formatted for various platforms.
- **Action Item: Execute Job Posting Strategy**
  - **Deliverable:** Job ads posted on selected job boards, social media channels, and company career pages, with confirmation of postings and initial performance tracking.
- **Action Item: Implement Targeted Recruitment Ads**
  - **Deliverable:** Targeted recruitment ad campaigns launched on platforms designed to reach specific candidate demographics, including campaign performance reports.
- **Action Item: Monitor and Update Job Listings**
  - **Deliverable:** Ongoing updates to job listings to ensure they are current and relevant, including periodic review and adjustment based on candidate responses.

### Resume Screening

- **Action Item: Conduct Initial Resume Review**
  - **Deliverable:** Shortlist of candidates based on initial resume screening, with a summary of the most suitable applicants.
- **Action Item: Utilize Automated Screening Tools**
  - **Deliverable:** Automated resume filtering results, with a refined list of candidates who meet predefined criteria.
- **Action Item: Generate Candidate Matching Report**
  - **Deliverable:** Detailed report highlighting top candidates, including a summary of their qualifications and alignment with job requirements.
- **Action Item: Perform Initial Screening Interviews**
  - **Deliverable:** Completed initial screening interviews with evaluation reports, including notes on candidate suitability for the role.



## Candidate Interviews

- **Action Item: Schedule Video Interviews**
  - **Deliverable:** Coordinated video interview schedules with candidates and interviewers, including confirmations and reminders.
- **Action Item: Conduct Structured Video Interviews**
  - **Deliverable:** Conducted video interviews with a focus on assessing qualifications, skills, and cultural fit, with recorded interviews and evaluator notes.
- **Action Item: Compile Interview Feedback**
  - **Deliverable:** Detailed feedback and evaluation reports from interviewers, summarizing strengths, weaknesses, and overall candidate fit.
- **Action Item: Administer Skills Assessments**
  - **Deliverable:** Completed skills assessments or tests with results and analysis, providing insights into candidates' abilities.

## Background Checks

- **Action Item: Initiate Background Verification**
  - **Deliverable:** Processed background verification requests, including confirmation of receipt and progress updates.
- **Action Item: Conduct Reference Checks**
  - **Deliverable:** Completed reference checks with feedback reports from previous employers or professional contacts.
- **Action Item: Ensure Compliance with Regulations**
  - **Deliverable:** Compliance report detailing adherence to legal and privacy regulations related to background checks.
- **Action Item: Provide Background Check Reports**
  - **Deliverable:** Comprehensive background check reports, including findings and recommendations based on the verification results.

**To avail of our professional services kindly contact [hello@consultareinc.com](mailto:hello@consultareinc.com) or call 1-202-982-3002.**