

GOALS

Use this customizable talent acquisition plan template to recharge your recruitment strategy and meet your goals.

PREVIOUS YEAR REVIEW

Write down your goals from the previous year, what steps you took to accomplish them and any roadblocks you experienced. (e.g. career milestones, accolades or unexpected issues).

CURRENT YEAR GOALS

Establish three to five specific, measurable recruitment goals that will contribute to the overall success of your business.

1. *Specific goal with metric: Detailed description of goal*
Example: Increase qualified candidates in talent community by 20%: Implement recruitment software to nurture and grow talent community. Create candidate focused social media accounts to reach potential candidates where they already are.
2. *Specific goal with metric: Detailed description of goal*
3. *Specific goal with metric: Detailed description of goal*

CURRENT YEAR GOAL BREAKDOWN

1. *Increase qualified candidates in talent community by 20%*

CATEGORY	DESCRIPTION	Q1 STATUS	Q2 STATUS	Q3 STATUS	Q4 STATUS
Recruitment software	Implement software to nurture talent community members. Send a newsletter every month and host quarterly in-person networking events.				

2. *Specific goal with metric: Detailed description of goal*

CATEGORY	DESCRIPTION	Q1 STATUS	Q2 STATUS	Q3 STATUS	Q4 STATUS

3. *Specific goal with metric: Detailed description of goal*

CATEGORY	DESCRIPTION	Q1 STATUS	Q2 STATUS	Q3 STATUS	Q4 STATUS

CONCLUSION

Outline any final details needed to complete your recruitment goals here. Use this section as a final mission statement to inspire you to achieve your milestones throughout the year.