

Recruitment Strategy Template

How to use

- Review [preparation for recruitment section information](#).
- Determine recruitment actions. Refer to the [Recruitment Actions Tool](#) to explore possible actions.
- Capture recruitment details and recruitment actions in template.
 - Examples of actions are included at the end of the template.
 - For additional support, contact your [HR Business Partner](#).
- Save your recruitment strategy for future reference.

Recruitment Details

Position Details	Title: Employment Type: Work Location(s): Work Arrangement: office remote hybrid	Designated or Preference: Number of Vacancies:
Target Timelines	Posting dates: Assessment dates: Start date:	Screening dates: Offer date:
Interview Panel	Ministry representative(s): Other representative(s) (if applicable): Assigned union panel representative (if applicable):	
Interview Details	Screening Location:	Interview Location:

Recruitment Actions

Area of Focus Example: Preparation for recruitment	
Action	Register for the next <i>Staffing in the Government of Saskatchewan for Hiring Managers</i> training session.
Timeline	Attend training session before December 31, 2025.
Area of Focus Example: Candidate Outreach (build networks to identify potential qualified candidates)	
Action	Develop targeted marketing materials (e.g., handouts, videos, testimonials) for attending career fairs.
Timeline	Finalize materials by March 31, 2026.
Area of Focus Example: Advertising (determine content and where to advertise to maximize exposure)	
Action	Advertise more broadly using paid and free options. For example, LinkedIn, relevant educational institutions, relevant professional associations and relevant community organizations.
Timeline	Before requesting posting.

Area of Focus: (e.g., candidate outreach, screening, selecting, onboarding)	
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