

Your 2024 Recruitment Calendar

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Get your recruitment kick-started in 2024 with our comprehensive Recruitment Calendar

In the dynamic landscape of talent acquisition in Ireland, where competition for skilled professionals is fierce, the need for a meticulous and well-organised recruitment strategy has never been more crucial.

Recognising the complexity of the recruitment process and the necessity for a structured approach, we have developed a comprehensive **Recruitment Calendar** – a strategic tool designed to guide you through the end-to-end process of talent acquisition.

This calendar is not just a set of dates and deadlines; it's a carefully developed step-by-step guide that starts with the initial role brief and extends all the way to the commencement of your new employee.

Our **Recruitment Calendar** ensures recruiters can chart their progress through the detailed journey of the hiring process. It provides clarity on each step, allowing recruiters to anticipate challenges, set realistic timelines, and align expectations with hiring managers.

Whether you're hiring for a specific, in-demand skill set, or looking to fill a seasonal role, the calendar should be used as an adaptable tool for distinctive recruiting circumstances. Each task for the recruiter is colour-coded to indicate whether it requires primary action from the hiring manager, HR, stakeholders, or a collaborative effort.

When setting transparent expectations on timelines and milestones, the calendar becomes a shared resource, encouraging effective communication and collaboration throughout the hiring process, resulting in the ideal outcome – an organised and successful hiring process.

As you embark on the journey of talent acquisition, let our **Recruitment Calendar** be your trusted companion, guiding you toward success in every step of the hiring process. Embrace the strategic advantage of organised recruitment and elevate your ability to attract, access, and secure the best candidates in an environment where talent is the key to success.



— MONTH 1 —

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Kick off meeting with hiring manager where hiring need is scoped. This includes role, requirements, modeling of the perfect candidate, team structure, and package.	Write job description. Research advertising and resourcing solutions.	Write job advert and decide advertising and resourcing options.	Produce assessment process and interview questions.	Produce assessment process and interview questions.
				Obtain all necessary approvals to begin recruiting.	Obtain all necessary approvals to begin recruiting.
2	Post job advert on hiring platform(s). Engage with employee referral schemes and networks.	Review and screen applications.	Review and screen applications.	Review and screen applications.	Review and screen applications.
3	Review and screen applications. Arrange initial screening process/ telephone interviews.	Review and screen applications. Arrange initial screening process/ telephone interviews.	Review and screen applications. Arrange initial screening process/ telephone interviews.	Review and screen applications. Arrange initial screening process/ telephone interviews.	Review and screen applications. Arrange initial screening process/ telephone interviews.
4	Continue to review and screen applications. Carry out initial screening process/ telephone interviews.	Continue to review and screen applications. Carry out initial screening process/ telephone interviews.	Continue to review and screen applications. Carry out initial screening process/ telephone interviews.	Identify initial shortlist for formal interviews and send to the hiring manager.	Get initial feedback from the hiring manager.
				Continue to review and screen applications.	Continue to review and screen applications.
5	Arrange first-round interviews.	Arrange first-round interviews.	Arrange first-round interviews.	Arrange first-round interviews.	Arrange first-round interviews.
	Continue to review and screen applications.	Continue to review and screen applications.	Continue to review and screen applications.	Continue to review and screen applications.	Continue to review and screen applications.

Joint Task

HR Primarily Responsible

Hiring Manager / Stakeholder Primarily Responsible

— MONTH 2 —

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6	Job Advert closes.	Carry out first-round interviews.	Carry out first-round interviews.	Carry out first-round interviews.	Review interviews and schedule second-round interviews.
	Carry out first-round interviews.			Review interviews and schedule second-round interviews.	
7	Carry out second-round interviews.	Carry out second-round interviews.	Carry out second-round interviews.	Carry out second-round interviews.	Review potential candidates and make decision on the new employee.
					Confirm the terms of the offer.
8	Conduct reference and background checks.	Conduct reference and background checks.	Conduct reference and background checks.	Conduct reference and background checks.	Conduct reference and background checks.
	Courtesy call with an informal offer to the candidate.				Send a 'Recruitment Activity Update' email to the hiring manager.
9	Confirm checks are satisfactory. Gain approval on hire from the hiring manager and necessary stakeholders.	Gain approval on hire from the hiring manager and necessary stakeholders.	Draft the formal offer letter and call the candidate.	Extend the offer and give 3 days for the accepted contract.	
10	If no response, contact the candidate to see if they have any questions about the offer.	The candidate accepts the offer. Review contract and paperwork.			Candidate resigns from current job and gives 4 weeks' notice.
	Call all unsuccessful candidates to reject and provide them with competency-based feedback.				
	If candidate declines, begin background checks on second choice candidate.				

Joint Task

HR Primarily Responsible

Hiring Manager / Stakeholder Primarily Responsible

— MONTH 3 —

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11					
12	Arrange onboarding, including training and equipment.				
13					
14	Phone your new employee to keep them warm and answer any final questions.				Candidate's last day at current job.
15	New Employee Starts.				

Joint Task

HR Primarily Responsible

Hiring Manager / Stakeholder Primarily Responsible

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