

Resourcing Plan - Activities

When we want to work with urgency, there can be a tendency to rush. To jump straight in and start to search for people (or call those we can already think of).

Slow down for a moment and complete a resourcing plan. Use this to track your journey so you know what you've done, where you've looked and what results you generated.



Key activities to complete:

Download and print the resourcing plan template

Look at the live jobs you are working on how and for each of them define:

- The A and the B match
- The killer questions to ask early to assess suitability
- The USPs for the client to make it easier to sell
- What the deadline is for CVs
- The interview process the client will follow

Discuss your plan and jobs with your manager and agree an action plan to help you be more targeted with your resourcing activities