



Talent Acquisition Strategy Execution Checklist 2026

Pre-Recruitment Planning & Needs Assessment

Defining workforce gaps, establishing headcount requirements, and aligning hiring goals with the 2026 organizational objectives.

Hiring Manager Name

Department/Team Name

Justification for New Hire

Target Hire Date

Recruitment Priority Level

- ☐ Critical/Urgent
- ☐ High
- ☐ Medium
- ☐ Low

Required Budget Approvals

- ☐ Department Head
- ☐ Finance/CFO
- ☐ HR Director

Approved Budget Documentation

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Job Analysis & Competency Profiling

Reviewing job descriptions, defining essential skills, and identifying required technical and soft competencies for each role.

Job Title

Write something...

Core Responsibilities & Duties

Write something...

Required Technical Skills

- ☐ Software Proficiency
- ☐ Data Analysis
- ☐ Project Management
- ☐ Communication Skills
- ☐ Regulatory Compliance Knowledge

Required Education Level

- ☐ High School Diploma
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ PhD/Doctorate

Finalized Job Description Document

 Upload File

Competency Review Completion Date

Enter date...

Sourcing & Channel Strategy

Identifying and activating high-impact recruitment channels, including LinkedIn, niche job boards, and employee referral programs.

Active Sourcing Channels

- ☐ LinkedIn Recruiter
- ☐ Indeed / Job Boards
- ☐ Employee Referral Program
- ☐ Niche Industry Boards
- ☐ Social Media (Instagram/Facebook/X)
- ☐ University/Campus Recruiting

Targeted Headhunting Focus

Write something...

Channel-Specific Messaging Strategy

Write something...

Campaign Launch Date

Enter date...

Target Monthly Candidate Volume

Enter a number...

Sourcing Assets (Ad Creatives/Copy)

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Employer Branding & Candidate Attraction

Auditing the candidate experience, updating the careers page, and creating compelling content to showcase the company's value proposition.

Employer Value Proposition (EVP) Statement

Write something...

Active Recruitment Channels

- ☐ LinkedIn
- ☐ Niche Industry Job Boards
- ☐ Employee Referral Program
- ☐ Social Media (Instagram/Facebook)
- ☐ University Career Fairs

Updated Brand Assets

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Content Audit Status

- ☐ Not Started
- ☐ In Progress
- ☐ Completed

Competitor Branding Analysis

Write something...

Screening & Assessment Framework

Implementing standardized interview rubrics, technical assessments, and automated screening tools to ensure unbiased evaluation.

Assessment Methods Used

- ☐ Automated Skill Test
- ☐ Psychometric Assessment
- ☐ Technical Coding Challenge
- ☐ Case Study/Work Sample
- ☐ Video Interview Screening

Screening Status

- ☐ Passed
- ☐ Pending Review
- ☐ Rejected

Candidate Evaluation Summary

Write something...

Assessment Score Reports

 Upload File

Screening Completion Date

Enter date...

Candidate Assessment Score

Interviewing & Selection Workflow

Scheduling multi-stage interviews, coordinating panel members, and executing a consistent decision-making process.

Interview Format

- ☐ In-Person
- ☐ Video Call (Zoom/Teams)
- ☐ Phone Screen
- ☐ On-site Technical Assessment

Interview Scheduled Date

Interview Start Time

Interview Panel Members

- ☐ Hiring Manager
- ☐ HR Representative
- ☐ Peer Interviewer
- ☐ Department Head
- ☐ Technical Lead

Candidate Evaluation Notes

Write something...

Completed Interview Scorecard

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Hiring Manager Approval

Offer Management & Negotiation

Preparing competitive compensation packages, conducting verbal offers, and managing the formal offer letter issuance and acceptance.

Candidate Full Name

Write something...

Offered Base Salary

Enter a number...

Offer Expiration Date

Enter date...

Included Benefits Package

- ☐ Health Insurance
- ☐ Stock Options/Equity
- ☐ Performance Bonus
- ☐ Remote Work Stipend
- ☐ Retirement Plan (401k)

Offer Status

- ☐ Drafting
- ☐ Sent to Candidate
- ☐ Negotiation in Progress
- ☐ Accepted
- ☐ Declined

Signed Offer Letter

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Hiring Manager Approval

Pre-boarding & Integration Readiness

Transitioning the candidate from 'accepted' to 'hired' by preparing equipment, access credentials, and introductory communications.

Scheduled Start Date

Enter date...

Required Hardware & Equipment

- ☐ Laptop
- ☐ Monitor
- ☐ Keyboard/Mouse Set
- ☐ Mobile Phone
- ☐ Headset

Work Arrangement Type

- ☐ Remote
- ☐ On-site
- ☐ Hybrid

IT Access Provisioning Checklist

Write something...

Signed Employment Agreement

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Manager Approval

Recruitment Analytics & KPI Tracking

Measuring Time-to-Hire, Cost-per-Hire, and Quality-of-Hire metrics to evaluate the effectiveness of the 2026 strategy.

Total Number of Hires

Average Cost-per-Hire

Reporting Period End Date

Recruitment Channel Efficiency

- ☐ LinkedIn
- ☐ Employee Referrals
- ☐ Job Boards
- ☐ Direct Sourcing
- ☐ Agency

Key Performance Indicators Tracked

- ☐ Time-to-Fill
- ☐ Source of Hire
- ☐ Offer Acceptance Rate
- ☐ Candidate Satisfaction Score

Analysis of Recruitment Bottlenecks

Write something...

Recruitment Performance Report

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Post-Execution Review & Optimization

Analyzing recruitment bottlenecks and updating the talent acquisition playbook based on seasonal hiring trends and feedback.

Recruitment Strategy Success Rating

Write something...

Identified Bottlenecks & Challenges

Write something...

Channels with Highest Quality of Hire

- ☐ LinkedIn
- ☐ Employee Referrals
- ☐ Job Boards (Indeed/Glassdoor)
- ☐ Internal Transfers
- ☐ Direct Headhunting
- ☐ Agency/Recruiters

Final Cost-per-Hire (USD)

Enter a number...

Review Completion Date

Enter date...

Updated Recruitment Playbook

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Talent Acquisition Manager Approval

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✓ Finish

 Generate Sample Report