

Recruitment Checklist

A recruiter's sourcing pipeline checklist covering posting, sourcing, screening, ATS, and metrics.

Set Up the Search

- Confirm the role requirements and ideal candidate profile
- Agree on the timeline and target start date with the manager
- Define the salary range and key selling points
- Create the role and stages in your ATS
- Decide which sourcing channels to use
Match channels to where this talent actually is.
- Set target metrics for the pipeline

Write and Post the Job

- Draft a compelling, accurate job posting
- Use inclusive language and clear requirements
- Add a strong employer pitch and benefits
- Publish to chosen job boards and the careers page
- Share the role with employees for referrals
- Track which channels each application comes from
Source data tells you where to invest next.

Source Candidates

- Search talent platforms for matching profiles
- Reach out to promising passive candidates with personal messages
- Tap referrals, alumni, and past silver-medalist candidates
- Build a shortlist of sourced prospects in the ATS
- Follow up with interested candidates promptly
- Keep the top of the funnel full as roles progress
A dry pipeline stalls the whole search.

Screen Applicants

- Review applications against the must-have criteria
- Run consistent phone or video screens
- Confirm experience, motivation, and salary expectations
- Assess availability and notice period
- Move qualified candidates to the next stage in the ATS
- Send respectful, timely rejections to others
Every candidate is a potential future hire or referrer.

Manage the ATS Pipeline

- Keep every candidate's stage and status current
- Log notes, scorecards, and communications consistently
- Coordinate interview scheduling with managers and panels
- Nudge stalled candidates so none go cold

- Maintain compliant, complete candidate records
Data handling varies; follow local laws and privacy rules.
- Keep hiring managers updated on pipeline status

Track and Improve Metrics

- Measure time to fill for each role
- Track conversion rates between pipeline stages
- Compare source of hire to find the best channels
- Monitor candidate response and offer acceptance rates
- Spot bottlenecks where candidates drop off
- Adjust sourcing and process based on the data
Let metrics guide where you focus next.