

Staffing Plan

Your Company Name

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Outline



01. Executive Summary

02. Key Management

03. Departments & Teams

04. Our Services

05. Current Vacancies

06. Recruitment Process

07. Recruitment Sources

08. Job Description

09. Recruitment Funnel

10. Recruitment Tracker

11. Recruitment Budget

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Recruitment Sources

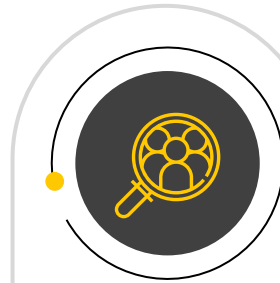
Voluntary Applicants

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School Placement

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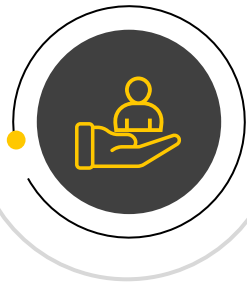
Internal Searches

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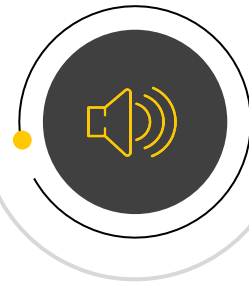
Employment Agencies

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Advertisements

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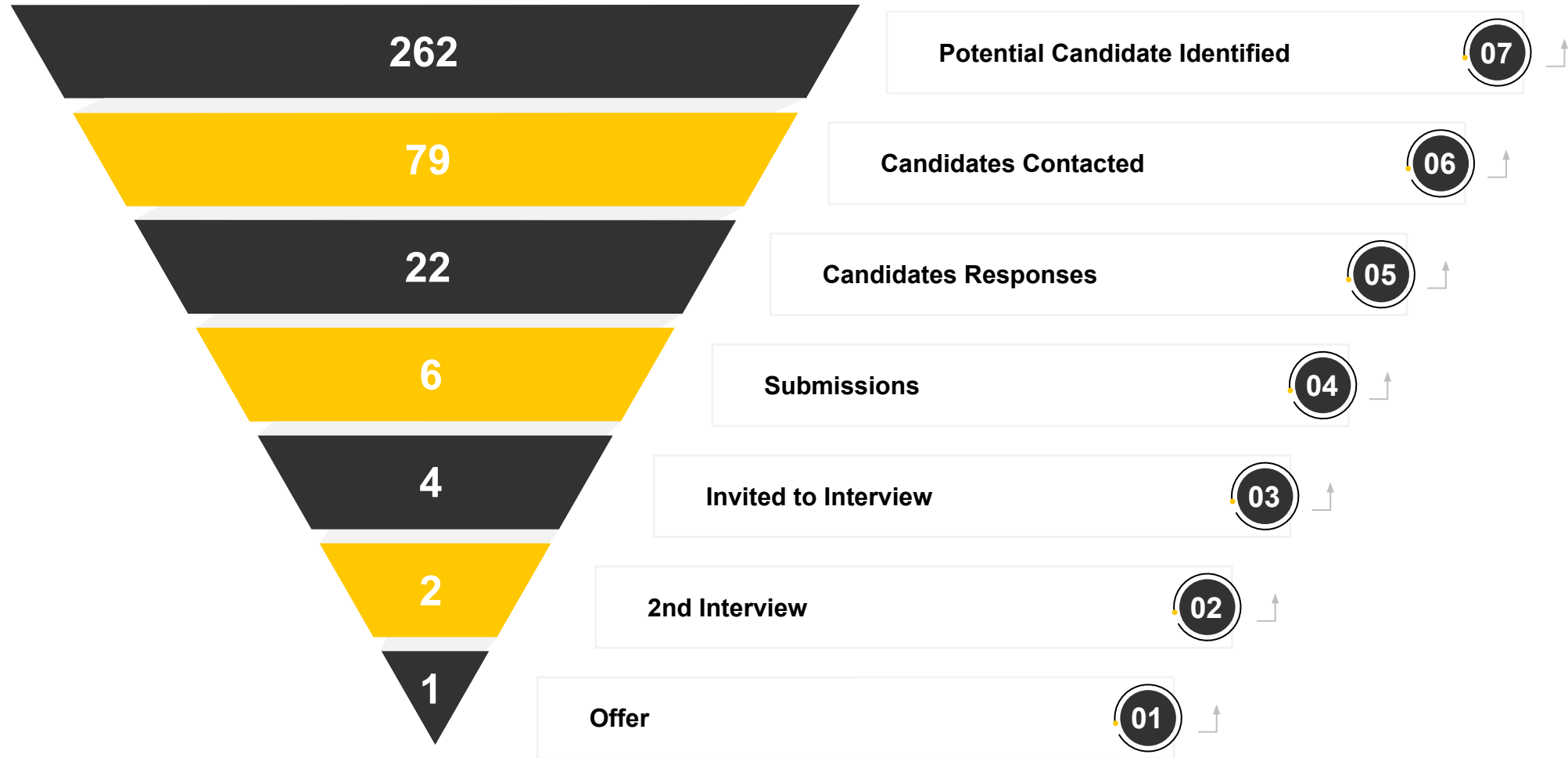
Employee Referrals

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Recruitment Funnel

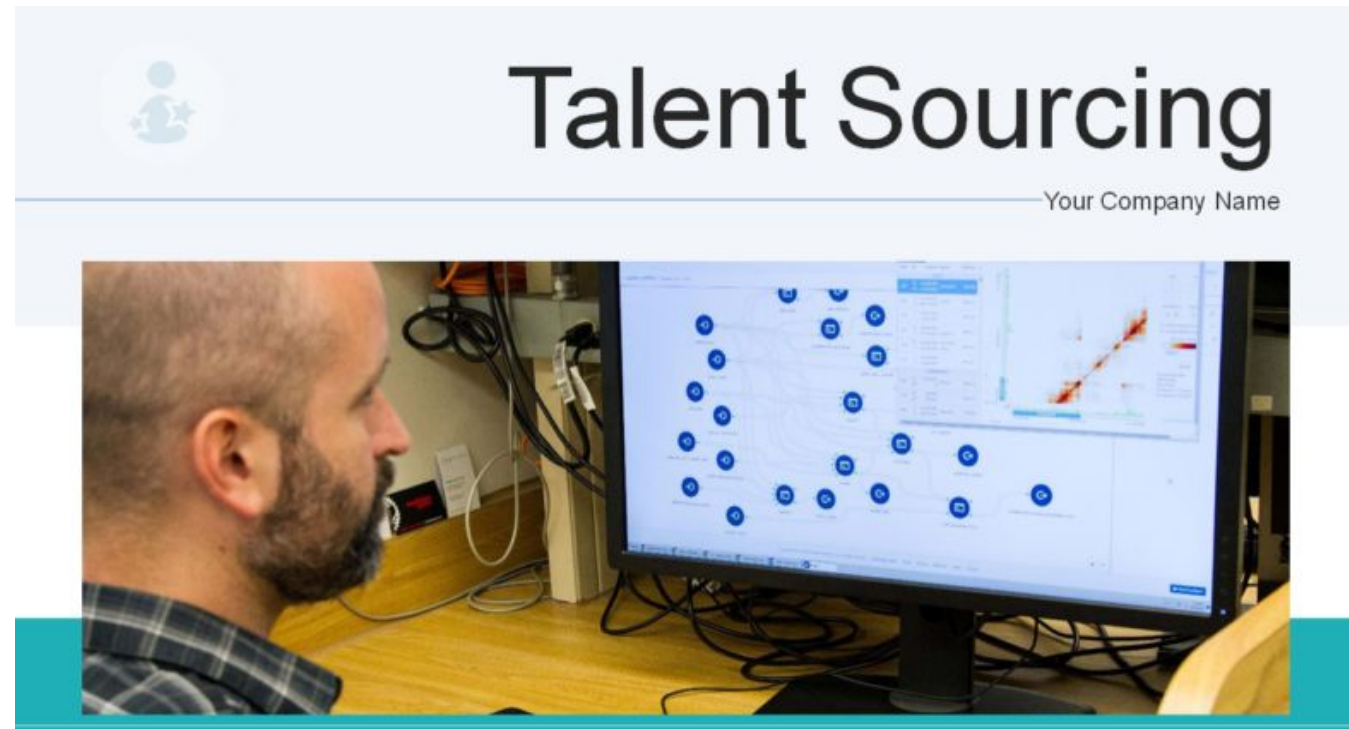


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- Recruitment process is a procedure that includes identifying, attracting, screening, shortlisting, interviewing, choosing, employing, and onboarding people.
- Depending on the size of the company, recruitment teams might be huge or small.



- A methodical approach of locating, engaging, and networking with relevant talent pools of best-fit potential candidates in order to provide a consistent candidate flow for current and future opportunities is characterised as **Talent Sourcing**.
- The idea of turning individuals to applicants is central to the process.



- A **staffing plan** is a strategic planning process that a firm (usually lead by the HR team) uses to analyse and identify the organisation's personnel needs.
- In other words, a solid staffing strategy assists you in understanding the quantity and types of personnel your organisation requires to achieve its objectives.

Staffing Plan for Various Recruitment Sources

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Recruiting Source	Budget	Hire Goal	Funded	Status	Assigned To	Comments
	\$480,400	155				
Online Recruiting	\$7500	50	Yes	In Progress	Name	
Website Name	\$1500	10	Yes	On Track	Text	Your Text Here
Website Name	\$1500	10	Yes	On Track	Text	Your Text Here
Website Name	\$1500	5	Yes	Your Text Here	Text	Your Text Here
Website Name	\$1500	5	Yes	Your Text Here	Text	Your Text Here
Vendor Agencies	\$45000	70	Yes	In Progress	Name	Your Text Here
Agency Name	\$15000	5	Yes	On Track	Text	Your Text Here
Agency Name	\$15000	8	Yes	Your Text Here	Text	Your Text Here
Agency Name	\$15000	3	Yes	Your Text Here	Text	Your Text Here
Campus Recruiting	\$24000	15	Yes	In Progress	Name	Your Text Here
State Colleges	\$8000	7	Yes	On Track	Name	Your Text Here
National School	\$8000	3	Yes	Your Text Here	Name	Your Text Here
International School	\$8000	3	Yes	Your Text Here	Name	Your Text Here
Job Fairs	\$10,000	15	Yes	Your Text Here	Name	Your Text Here
Fair Location	\$5,000	5	Yes	In Progress	Text	Your Text Here
Fair Location	\$5,000	5	Yes	Your Text Here	Text	Your Text Here

The following steps comprise the staffing process:

1. Human Resource Planning
2. Recruiting
3. Choosing
4. Positioning
5. Education
6. Evolution
7. Advertisement
8. Change
9. Evaluation
10. Remuneration Calculation

Staffing Plan for Required Skill Levels and Duration

 Resource	 Skill Level	 Duration Required	 Available Time Periods (Dates)	 Availability (High, Medium or Low)
Project Manager	Post Graduation	2 years	Jan 2019 – Dec 2020	High
Network Engineer	Graduation	1.5 years	Jan 2019 – June 2020	High
Your text here	Your text here	Your text here	Your text here	Your text here
Your text here	Your text here	Your text here	Your text here	Your text here

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How do I make a staffing plan?

- Determine Your Objectives.
- Determine the Factors Influencing Personnel Availability.
- Determine the functional requirements of the organisation.
- Perform a gap analysis.
- Make the Plan.

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What is the first stage in developing a staffing strategy?

- The first stage in designing a staffing strategy is to assess the objectives that must be met.
- Human resource experts can establish the amount and type of support needed to satisfy those objectives by identifying the targets that employees will be working towards.

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What exactly is the HR screening process?

- The process of analysing job applications, scanning resumes, and selecting suitable applicants who meet the job description is known as screening.
- The process of deciding if a candidate is qualified for the post is based on their academic credentials, experience, and skill sets.

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