45 DAY ACTION PLAN FOR HIRING SUCCESS

NAVIGA
Recruiting & Executive Search

TIME FRAME & ACTIVITY	WHO?	GOAL	POTENTIAL COST
DAY 1 Create Job Description and advertise job online	HR, Hiring Manager, Cross Functional Leaders	Clear expectations about role and who fits, build excitement about company and opportunity	4 hours labor, $200-500 in ads, $1,500 for annual job slot on LinkedIn
DAY 2-5 Search external and internal databases for targeted candidates	Recruiter or Hiring Manager	Identify 100-150 new candidates (25-40 / day)	10-15 hours labor LinkedIn Recruiter Lite - $1,500 or LinkedIn Recruiter - $6000/seat Other databases additional cost
DAY 3-14 Reach out to targeted candidates by phone and email, review applicants from job ads	Recruiter or Hiring Manager	2-3 reach outs per candidate 40-50 Initial communications with good “on-paper” candidates	30-40 hours labor
DAY 5-21 In-Depth Interviews with qualified, interested candidates	Hiring Manager	6-10 in-depth (~1 hour) interviews phone or skype	10 hours labor
DAY 22-25 Team In-Person Interviews and Group Review Meeting	Hiring Manager and other leaders	4 best candidates	20 hours of labor
DAY 25-27 Professional Reference Checking - Outreach, Discussions and Write-Up for Team	HR, Admin or Hiring Manager	3 professional supervisor references per finalist	10-12 hours of labor
DAY 26-27 Online Assessment & Review Results Meeting	HR, Admin or Hiring Manager	1-2 Finalists sales specific tool	1-2 hours labor $100-400 / finalist
DAY 27-28 Craft and Extend Offer + Negotiation	Hiring Manager	Close candidate on terms before putting in writing	5 hours of labor
DAY 30-45 Candidate Notice Period with Current Employer	HR, Hiring Manager/Candidate	1-2 pre-start date touchpoints	2 hours of labor