Talent Sourcing Process Overview

Where:

Primary Sources

Internals, Taleo partner referrals, recent candidates, recruiter pipelines, campus & job fair pipelines & Corporate website

Resume databases, membership & attendee lists, research library

Post externally starting with appropriate free boards, general and acquired industry specific boards

Engage research vendors and other services to aid in identification

Engage agencies

Secondary Sources

Professional referrals & networking sites, campus and job fair pipelines

Additional databases, user groups, community / diversity orgs, competitive intelligence, professional associations

Post to niche boards, industry / professional journals, newsletters, banner ads, e-mail campaigns, special media, print

(To Recruiting Activities – REMEMBER TO DOUBLE CHECK SOURCE)

Timeline: **Wk 1 - 3** | **Wk 2 - 5** | **Wk 3 - 6** | **Wk 6+**

Phases:

Internals, Referrals & Taleo → **Search** → **Post** → **Engage** →

Costs: **$** | **$$** | **$$$** | **$$$$**

Manage Talent Sourcing Cost Escalation

Get approval for additional costs from managers

Who:

Hiring Manager
Recruiter / Sourcer

Strategy *meeting conducted; strategy agreed & documented*

Recruiter / Sourcer

Screen *internals, search Taleo, identify employee referrals, recent candidates & recruiter pipelines, engage networks.*

Recruiter / Sourcer
Hiring Manager
Recruiting Manager

Search *resume databases, user groups, attendee lists, associations & research library. Continue with referrals and proactive networking.*

Recruiter / Sourcer
Hiring Manager
Recruiting Manager

Post *to external job boards, including niche, industry & diversity channels, professional journals, pay-per-click, e-mail push, newsletters, banner ads, print and other media. Continue with referrals and proactive networking.*

Recruiter / Sourcer
Hiring Manager
Recruiting Manager

Engage *research vendors for name ID & competitive intelligence, or agencies.*