Your First 90 Days
as a Talent Acquisition Leader: *checklist*

First 30 Days

○ Spend time with key executives to fully understand their strategies and identify whether they feel their objectives are aligned to the talent strategy.

○ Engage with key operational leaders to identify how strategic objectives are being played out and where talent is impairing progress.

○ Get to know your team. Assess their strengths and weaknesses both individually and as a group.

○ Evaluate the full end-to-end hiring process.

○ Confirm your preferred supplier list. Inform suppliers that haven't made the shortlist and add any new ones.

○ Request and review data on all current sourcing and attraction channels being used to secure talent. In addition, review the performance data on engagement with external partners.

○ Arrange short meetings with a sample of recently hired employees to gain firsthand insights on the candidate experience.

○ Assess the technology supporting every stage of your end-to-end talent acquisition process.

30 to 60 Days

○ Design a clear set of objectives about what your team will be supporting the business to achieve through talent acquisition.

○ Review your budget thoroughly.

○ Is the structure and makeup of the talent acquisition team and their goals aligned to wider business objectives?

○ Where you have identified opportunities, create a roadmap for improving processes that will enhance your candidate experience.

○ From your initial analysis, start to formulate a list of technology priorities.

60 to 90 Days

○ Meet with the executive team to share your plans, reinforce the value initiatives will deliver and gain support for investments.

○ Execute on your new team structure.

○ Finalize the design and rollout of new processes, including a timeline to update and align technology where needed.

○ Have a clear technology roadmap that is being executed with immediate, near-term and long-term objectives that will help you meet your goals.

○ Consolidate data into meaningful insights that will advise fellow leaders.

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