

Recruitment Planning Template

Complete this before sourcing begins, so recruiters, hiring managers and interviewers are aligned from day one.

ROLE DETAILS

Field	Your Entry	Guidance
Job Title	Senior Frontend Developer	The exact title that will appear on the job post.
Department	Engineering	Team the role reports into.
Reporting Manager	John Smith	Who the new hire reports to day to day.
Hiring Manager	John Smith	Owns the final hiring decision.
Recruiter / Owner	Priya Nair	Owns sourcing and candidate communication.
Number of Openings	2	How many people you are hiring into this role.
Employment Type	Full-time	Full-time / Part-time / Contract / Internship.
Work Location	Remote (India)	Onsite location, or Remote / Hybrid plus region.
Reason for Hire	New headcount	New headcount / Backfill / Replacement.

REQUIREMENTS

Field	Your Entry	Guidance
Experience Required	5+ years	Minimum years of relevant experience.
Must-Have Skills	React, TypeScript, Next.js	Non-negotiable. Candidates without these are screened out.
Preferred Skills	AWS, GraphQL	Nice to have. Used to rank, never to reject.
Education / Certifications	Bachelor's in CS or equivalent	Leave blank if not a genuine requirement.
Languages	English (fluent)	Only if the role genuinely needs it.
Screening Knock-Out Question	Have you shipped a production Next.js app?	One question that removes unqualified applicants fast.

BUDGET & TIMELINE

Field	Your Entry	Guidance
Salary Range (annual)	\$90,000 – \$110,000	Agree the band before posting, not after offer stage.
Budget Approved By	Finance — R. Mehta	Name of the approver, so approval is traceable.
Approval Date	05-Jul-2026	Date budget sign-off was received.
Target Post Date	06-Jul-2026	When the job goes live.
Target Offer Date	20-Jul-2026	Working backwards from the joining date.
Target Joining Date	15-Sep-2026	When the business needs the person in seat.

INTERVIEW PROCESS

Field	Your Entry	Guidance
Stage 1 — Owner & Format	HR screen · Priya Nair · 30 min call	Who runs it, how long, what format.

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Stage 2 — Owner & Format	Technical · Eng panel · 60 min live coding	Keep panels small; large panels slow hiring.
Stage 3 — Owner & Format	Final · John Smith · 45 min	Final decision-maker should be in this round.
Assessment / Take-Home	None	Say 'None' rather than leaving blank.
Scorecard Criteria	React depth, system design, collaboration	The 3–5 things every interviewer scores against.
Feedback SLA	Within 48 hours of interview	Set it here and hold the panel to it.

SIGN-OFF

Field	Your Entry	Guidance
Hiring Manager Approval	Approved — 05-Jul-2026	Name and date.
Finance / Leadership Approval	Approved — 05-Jul-2026	Name and date.
Kickoff Meeting Date	06-Jul-2026	When recruiter and hiring manager align on this doc.

The entries above are **EXAMPLE** values showing the expected format — overwrite them with your own.

HOW TO USE THIS SHEET

- Yellow cells with blue text are the ones you fill in. Everything else is calculated for you — do not overwrite it.
- Row(s) marked **EXAMPLE** show the expected format. Delete them once you have entered your own data.
- Cells with a dropdown arrow accept only the listed values; the calculations depend on those exact words.
- Fill this in at the hiring kickoff meeting, before the job is posted or any candidate is sourced.
- Share the completed sheet with the recruiter, the interview panel and finance — it is the single source of truth for the role.

Free recruitment workflow template · Leelu AI · Sample data shown is illustrative only and is not drawn from any real hiring campaign.