

Monthly recruitment calendar timeline for year 2023



The following slide showcases the new employee hiring timeline to minimize deviations and streamline process. It includes activities such as assessing workforce requirement, making applicants, conducting interviews, selecting candidates etc.



Action	Responsibility	July				August				September				October				November				December			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Analyze Workforce Requirement	HR Manager	■																							
Determine Hiring Criteria	HR Manager		■	■	■																				
Post Sourcing Campaign	HR Manager			■	■	■																			
Invite Applicants	HR					■	■	■																	
	HR								■	■	■	■	■												
Shortlist CVs	HR												■	■											
Conduct Interviews	HR													■	■	■									
Select Candidate	HR Manager											■	■	■	■	■	■								
Do Reference Check	HR Manager																	■	■						
Extend Offer Letter	HR																		■	■	■				
Add Text Here	Add Text Here																				■	■			
Add Text Here	Add Text Here																				■	■			
Add Text Here	Add Text Here																						■	■	

Hiring Plan Timeline

SJ Ball

A light blue horizontal bar with a rounded right end, followed by a red circular arrow graphic.

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