

Inclusive Recruitment Strategy Planner

Toolkit 1, Chapter 2 Downloadable Tool CIIS Employer HR Resources



Purpose: Support employers in setting inclusive hiring goals and building practical recruitment strategies.

How to use: Complete the sections that apply to your hiring process. Use the notes and action fields to document decisions, gaps, and next steps. Designed for HR, hiring managers, or leadership teams.

1. Recruitment Priorities

Department / Role Area	
Current Hiring Challenge	
Workforce Need	
Recruitment Goal	

2. Strategy Planning Checklist

Item	Yes	No	Notes
Inclusive hiring goals are clearly defined and connected to workforce needs.	☐	☐	
Leadership and hiring teams understand recruitment expectations.	☐	☐	
Recruitment channels reach beyond the same familiar sources.	☐	☐	
Screening, interviews, and hiring decisions follow a structured process.	☐	☐	
Recruitment outcomes will be measured and reviewed.	☐	☐	

3. Talent Pipeline Plan

Recruitment Source / Partner	Purpose	Contact / Owner	Next Step	Review Date
Newcomer-serving organization				
College or training institution				
Professional association				
Community employment partner				
Other				

4. Metrics to Track

Item	Yes	No	Notes
Number of applicants by source.	☐	☐	
Shortlist and interview conversion rates.	☐	☐	
Offer acceptance rates.	☐	☐	
Candidate drop-off points.	☐	☐	
Time to fill and quality of hire indicators.	☐	☐	

5. Action Plan

Priority Action	
Owner	
Timeline	
Success Indicator	
Review Date	