Hiring Timeline Template

Use this template to develop a timeline for filling an open position. Customize this template by editing the tasks to match your organization’s hiring process.

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| **Position:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **End Date** | **Person Responsible** | **Needed Resources (information, people, etc.)** |
| Form hiring team |  |  |  |  |
| Work with hiring team to identify job requirements and desired candidate characteristics |  |  |  |  |
| Update job description |  |  |  |  |
| Work with HR department to determine salary range |  |  |  |  |
| Reserve time on hiring team’s calendars for interviews |  |  |  |  |
| Work with hiring team to develop interview questions and candidate evaluation process |  |  |  |  |
| Post job opening |  |  |  |  |
| Reach out to potential candidates and other contacts to inform them of the open position |  |  |  |  |
| Work with hiring team to review resumes/applications and choose interviewees |  |  |  |  |
| Schedule interviews |  |  |  |  |
| Conduct interviews |  |  |  |  |
| Work with hiring team to review interview evaluations and choose best candidate |  |  |  |  |
| Develop job offer and share with chosen candidate |  |  |  |  |