

Talent Acquisition Best-Practices Checklist

- Read each best practice below.
- Circle the rating that matches your team's current maturity: 1 = Needs Work, 3 = Developing, 5 = Excellent.
- Capture next steps in the Notes column.

Scoring Guide: 1 Needs Work 2 Early 3 Developing 4 Strong 5 Excellent

| Best Practice | Rate | Notes |
|--|---|-----------------------------------|
| Align TA strategy with business goals and workforce planning. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Write skills-based, data-driven job descriptions and remove unnecessary degree or tenure filters. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Leverage a talent CRM to build and nurture evergreen talent pools. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Embed structured, competency-based interviews to reduce bias and improve quality of hire. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Track and optimise metrics (Time-to-Fill, Quality of Hire, Cost-per-Hire, DEI ratios) with real-time dashboards. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Automate low-value tasks, such as screening and interview scheduling, so recruiters focus on high-touch work. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Run an incentive-driven employee referral program with timely feedback loops. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Deliver an outstanding candidate experience with transparent and rapid communication. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Partner with hiring managers via intake meetings and SLAs for alignment and accountability. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |
| Hold quarterly TA retrospectives to review wins, gaps, and improvement actions. | <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> | <div><div></div><div></div></div> |

Quick Tips:

- Total score is out of 50. 40-50 = World-Class, 25-39 = Solid Foundation, below 25 = Prioritise improvements.
- Tackle one or two low-scoring areas each quarter for continuous TA excellence.