

Hiring Strategy Worksheet

A practical planning tool to help you reflect, align, and get ahead of your hiring needs for the new year.

Strong hiring starts with a strong plan. This worksheet helps you align your recruiting strategy with your company's goals before the next year even begins.

Section 1: Reflect on Last Year's Hiring

Learn from the past year's wins and challenges.



- Which hires made the biggest impact on performance or culture?
- Where and why did we lose top talent (to competitors, compensation, timing, etc.)?
- What recruiting channels or partners delivered the best ROI?
- How did our interview process impact the candidate experience?

Notes:

Section 2: Define Next Year's Hiring Needs

Identify future roles and build a proactive plan.



- Which departments will need the most support or growth?
- What skills, certifications, or technologies will be most in demand?
- How will hybrid/remote work trends and preferences affect our recruiting strategy?
- Are there internal mobility or upskilling opportunities to consider?
- What roles do we anticipate hiring for next year?

Notes:

Section 3: Align with the Business

Connect hiring to strategic objectives.



- *How do our hiring plans support next year's revenue, expansion, or service goals?*
- *What is our recruiting budget or approved headcount?*
- *What's our ideal hiring timeline for each key role?*
- *Which KPIs will define success (time-to-fill, quality-of-hire, retention rate, etc.)?*
- *How will we collaborate with our shared service teams (HR, Finance, etc) to stay aligned?*

Notes:

Quick Tip



*Want a competitive edge? Treat candidates like you treat your customers.
Every touchpoint shapes your brand and influences whether top talent says yes.*



Need a recruiting partner to bring your hiring plan to life?

Contact CS Recruiting today



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