



Internal vs. External Recruiting Capability Checklist

Is this role **actually** fillable with internal recruiting bandwidth and reach?

WHAT IT IS

A practical checklist for supply chain, logistics, and transportation hiring teams to assess whether a role can be filled internally, or if it requires specialized external support.

WHO IT'S FOR

- Supply Chain & Operations leaders hiring hard-to-fill roles
- Logistics / Transportation leaders under service, labor, or growth pressure
- HR & Talent teams supporting DCs, plants, fleets, 3PLs, and brokerages

HOW TO USE IT

Read through each category below and check the box only if your team can confidently execute that area for this specific search today. Leave it unchecked if there is any meaningful gap in time, tools, knowledge, or capacity.

- Industry network access** (supply chain/logistics talent communities, operator referrals, niche leadership pipelines)
- Passive candidate outreach** (consistent outbound, high-response messaging, follow-up cadence, warm introductions)
- Market compensation data** (real-time comp ranges by market, role level, and niche skill set, not just broad surveys)
- Confidential searches** (replacement hiring, sensitive leadership moves, competitive poaching, discretion).
- Specialized role knowledge** (TMS/WMS, brokerage ops, fleet maintenance leadership, DC automation, inventory control, etc.)
- Time dedicated to sourcing** (daily outreach capacity, time-to-shortlist expectations, interview coordination)

TAKEAWAY/DECISION RULE

If 3 or more areas fall short, the role likely exceeds internal capacity and should involve external recruiting support, without lowering hiring standards.

Tip: Use this checklist to align stakeholders early, set realistic expectations, and decide whether to run the search internally, externally, or as a hybrid approach.