

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

## 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.