

RECRUITMENT PLAN

For: Daria clothing company.



Name

Role

Priyanka Varma

Project Manager, Mamacita

Luke Emerson

CEO, Doria

Lilly Emerson

Hiring manager, Doria.

Overview

Project Name: Hiring for HRBP

The recruiting plan outlines the strategy and approach for recruiting a qualified candidate for the Human Resource Business Partner position.

Objectives

- To shortlist high-quality candidates.
- To hire employees on a skill-first basis through standardized tests.

Position Details and Requirements

- Partner with senior leadership to develop and implement effective HR policies and practices that will support the strategic growth of a business.
- Offer thought leadership regarding organizational and people-related strategy and execution.
- Provide timely information and/or education for all levels of a company on HR issues.

Project Details

Timelines

Project Phase	Task	Task Owner	Due Date
Planning	Job description document	Priyanka Varma	06/03/2025
	Budget	Lilly Emerson	07/03/2025
	Signing of the document	Luke Emerson	07/03/2025
Execution	Job Posting	Priyanka Varma	08/03/2025
	Screening	Priyanka Varma	08/03/2025
	Aligning interviews	Priyanka Varma	10/03/2025
Post	Onboarding	Lilly Emerson	14/03/2025
	Evaluation	Lilly Emerson	14/03/2025
	Conclusion	Priyanka Varma	16/03/2025

Proposed Budget

<i>Item Description</i>	<i>Amount</i>
Job Posting	2000
Shortlisting	500
Documents verification	500
Total	3000

Risks and Alternatives

- Candidate lacking deep knowledge of the regulations pertaining to their industry.
- Candidate lacking deep knowledge of the information or methods of creating an effective HR Strategy.

Resolutions

- Give the employee an assignment on the laws or regulations pertaining to the industry to test their experience and knowledge.
- Give the employee a case study that requires them to create an HR Strategy as a solution.

Project Resources

- Job Boards google sheets
- Employee tracking Google sheets

Prepared by: Priyanka Verma

Last updated on: 07/03/2025