RECRUITING HANDOFFS

PREPARE ONE ROLE BRIEF

Describe the opening, not an applicant. Keep personal information and hiring decisions elsewhere.

Role label / team / business purpose

Work setting / schedule pattern / location range

Core outcomes or responsibilities to discuss

Must-discuss qualifications / who will validate them

Service model under review / temporary, contract, direct hire or search

Target timing and volume / assumptions still open

RECRUITING HANDOFFS

MAP THE HIRING HANDOFFS

Assign a client or provider owner to each stage. A named owner is not legal approval.

Sourcing channels / owner / provider deliverable

Initial review criteria / owner / approval checkpoint

Interview scheduling and participant coordination / owner

Candidate communications and status updates / owner

Third-party report or screening checkpoint / qualified review owner

Selection, offer or placement handoff / owner / written acknowledgement

RECRUITING HANDOFFS

CHECK THE SHARED PROCESS

Tick what is ready. These checks do not approve a hiring practice or decide about a person.

Policy or legal question still open / qualified reviewer

Applicant-data system and access owner / details kept private

Change, pause or withdrawal handoff / acknowledgement method

READY CHECK

- [ ] One role brief is used for comparison
- [ ] No applicant names or contact details appear here
- [ ] No protected or medical information appears here
- [ ] No screening result or interview evaluation appears here
- [ ] Each stage has a client or provider owner
- [ ] Law-sensitive checkpoints are flagged for qualified review
- [ ] Changes and approvals have an acknowledgement method
- [ ] Private applicant records stay in an approved system

RECRUITING HANDOFFS

QUESTIONS FOR THE RECRUITING PROVIDER

Use the same questions for every provider and record responsibility, deliverable and exclusion details.

Model: what service model and stages are included?

Brief: how is the role brief confirmed and changed?

Ownership: who handles sourcing, review, interviews and communication?

Review: which checkpoints require qualified legal or HR input?

Handoffs: how are approvals, pauses, changes and next steps recorded?

Privacy: what applicant data is needed later and how is access controlled?

RECRUITING HANDOFFS

COMPARE THE SAME ROLE BRIEF

Use Providers A and B with the same opening and responsibility questions.

Provider A / B / proposal dates / same role brief

Included stages, deliverables and client responsibilities - A / B

Candidate communication, qualified-review and private-data approach - A / B

Written terms, exclusions, replacement process, reporting and open questions - A / B

OFFICIAL REFERENCES AND PLANNING GUIDE

- PickYourPro.ai planning guide (click to open)
- EEOC: Recruiting, Hiring or Promoting Employees (click to open)
- EEOC: Coverage of Employment Agencies (click to open)
- FTC: Using Consumer Reports - What Employers Need to Know (click to open)

OPTIONAL NEXT STEP

Create an account on PickYourPro.ai, start a request, and let participating pros compete with proposals. Compare scope, pricing, timing and fit.

https://www.pickyourpro.ai/request?category=recruiting-staffing