

Career Stage Recruitment Worksheet

DISCOVER IF YOU HAVE CAREER STAGE GAPS IN YOUR RECRUITMENT PRACTICES

What if you want to recruit workers of diverse ages, but most of the applicants you are seeing come from one age group? This can occur in certain industries which naturally attract younger or older applicants, but it can also happen if your recruitment methods are geared toward a particular demographic. Using the chart below, check the career stages of the workers most often recruited using each method, and calculate your totals to find out whether you have career stage gaps in your recruitment practices.

External Recruitment	METHOD USED?			CAREER STAGE		
	EARLY	MID	LATE	EARLY	MID	LATE
Employee referral	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employment, temporary, search agencies	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Government programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Networking	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Newspaper or internet advertisements	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On-site recruitment at job fairs, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social media	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL (EXTERNAL SCORES—AWARD 1 POINT PER CHECK MARK)			<input type="text"/>	<input type="text"/>	<input type="text"/>	

Internal Recruitment	METHOD USED?			CAREER STAGE		
	EARLY	MID	LATE	EARLY	MID	LATE
Internal advertisements of positions	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotions to higher/different positions	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Redeploying older staff to new positions	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes ▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL (INTERNAL SCORES—AWARD 1 POINT PER CHECK MARK)			<input type="text"/>	<input type="text"/>	<input type="text"/>	

TOTAL SCORES (SUM OF EXTERNAL + INTERNAL)	<input type="text"/>	<input type="text"/>	<input type="text"/>
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