

# How to build your **hiring plan** for the next year

If your team is continuing to grow this year, find out how you can build a strategic hiring plan for upcoming year.



# Your Targets

How to develop your hiring plan to ensure you meet your targets

## Assess your skills gap

Where are the gaps, and who do you need to fill them?

## Wider business targets

What new roles are required?  
Which areas do you want to see growth in?

## Revenue targets

How many people do you need to hire to meet these targets?

## Create a timeline

What do you want your new hires to achieve and in what time frame?

What date is going to work best in terms of training, demand, and busier times of the year?

When do you want these people to join and what impact will the time they join have on the business?

# Budget

Effectively allocating budget will help your company to achieve its hiring goals

Start by looking at costs from previous years and review your targets for the upcoming year.

## Internal costs

Training  
Salary  
Onboarding

## External costs

Job boards  
Advertising

Or if you're  
recruiting through  
us, these costs are  
included in our fees!

Adjust the plan based on your budget,  
and make sure that the targets you have set are realistic.

# Turnover

How are you going to make sure your new hires stay?

The process doesn't end when the offer is accepted. Onboarding should be a key component of your hiring plans, and having this set out well in advance will help to decrease your drop out rate and turnover, and ensure that your employees are fully engaged.

**What do you want to achieve through onboarding?**

**What are you expecting of the employee, and in what time frame?**

## **Before your hire starts:**

Ensure that all contracts are ready, and stay in contact with your new hire throughout the time from offer acceptance to start date. Prepare for their arrival by fulfilling all company-wide procedures; including setting up hardware, software and an email address, sending an employee handbook, and entering them into your HR system.

## **Once your new hire has started:**

Ensure that your new hire becomes integrated into the team as quickly as possible. On their first day, introduce them to the team, take them for lunch, and give them a buddy or mentor to help them find their feet. Give them a clear schedule for the first day, week, month and 3 months, and ensure that they know exactly who to speak to regarding any queries.

Having measurable goals in place will give you the scope to review your plan at the end of the year - so if you're looking to hire soon, you should start building your plan now.

If you would like further assistance with your hiring plan, please get in touch with us on [business@giveagrada.com](mailto:business@giveagrada.com) or on 020 7100 8800.

