

Candidate sourcing checklist



A structured approach to candidate sourcing can make all the difference in finding top talent.

This checklist will help you stay on track as you move through each step of the sourcing process. Just tick off each task as you complete it.

- ☐ Define the ideal candidate profile (skills, experience, culture fit).
- ☐ Create a list of sourcing channels (job boards, social media, referrals).
- ☐ Set up Boolean search strings for targeted searches.
- ☐ Compile a list of relevant industry-specific job boards.
- ☐ Access and review your ATS for potential candidates.
- ☐ Prepare outreach templates for contacting candidates.
- ☐ Review and refine the job description to ensure alignment.
- ☐ Identify key LinkedIn groups and communities for sourcing.
- ☐ Prepare a tracking sheet for sourcing progress.
- ☐ Document potential candidates in the ATS.
- ☐ Schedule follow-up reminders for candidate outreach.
- ☐ Set up alerts for new candidate profiles matching criteria.
- ☐ Review and update sourcing strategies weekly.
- ☐ Confirm the availability of key team members for interviews.