

Recruitment metrics tracking checklist



Understanding the effectiveness of your recruitment efforts is crucial, and that's where metrics come into play.

This checklist will help you systematically track and analyze key recruitment metrics, giving you the insights to make smarter, data-driven decisions.

- ☐ Define key recruitment metrics: time-to-fill, cost-per-hire, source of hire, etc.
- ☐ Set up tracking systems for each metric (e.g., ATS reports).
- ☐ Regularly monitor candidate pipeline and conversion rates.
- ☐ Track candidate quality and retention rates.
- ☐ Measure diversity and inclusion metrics.
- ☐ Analyze the effectiveness of different sourcing channels.
- ☐ Evaluate recruiter performance based on relevant metrics.
- ☐ Report metrics to stakeholders with actionable insights.
- ☐ Continuously refine metrics to align with evolving goals.