



RACI chart template for recruitment

| | HR Recruiter Name: | HR Manager Name: | HR Team | Team Lead Name: | HRBP Name: | Due date | Status |
|-----------------------------------|--------------------|------------------|---------|-----------------|------------|--------------|---------------|
| Job requisition | | | | | | Mar 30, 2... | Not Star... ▾ |
| Identify job requirements | | | | | | Mar 30, 2... | Not Star... ▾ |
| List job specifications | | | | | | Mar 30, 2... | Not Star... ▾ |
| Post the job on social media | | | | | | Mar 30, 2... | Not Star... ▾ |
| Gather applications | | | | | | Mar 30, 2... | Not Star... ▾ |
| Application review and evaluation | | | | | | Mar 30, 2... | Not Star... ▾ |
| Create shortlist of candidates | | | | | | Mar 30, 2... | Not Star... ▾ |



| | | | | | | | |
|----------------------------------|--|--|--|--|--|--------------|---------------|
| Prepare and send assignments | | | | | | Mar 30, 2... | Not Star... ▾ |
| Evaluate assignments | | | | | | Mar 30, 2... | Not Star... ▾ |
| Conduct initial interviews | | | | | | Mar 30, 2... | Not Star... ▾ |
| Background checks | | | | | | Mar 30, 2... | Not Star... ▾ |
| Set up technical interviews | | | | | | Mar 30, 2... | Not Star... ▾ |
| Agree on the chosen candidate(s) | | | | | | Mar 30, 2... | Not Star... ▾ |
| Send offer(s) | | | | | | Mar 30, 2... | Not Star... ▾ |
| Negotiate offer | | | | | | Mar 30, 2... | Not Star... ▾ |
| Feedback | | | | | | Mar 30, 2... | Not Star... ▾ |
| Pre-onboarding | | | | | | Mar 30, 2... | Not Star... ▾ |
| Hand over to | | | | | | Mar 30, 2... | Not Star... ▾ |



| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| HROps | | | | | | | |
|-------|--|--|--|--|--|--|--|

R-Responsible **A**-Accountable **C**-Consulted **I**-Informed

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