

CHECKLIST

Client Onboarding Checklist for Recruitment Agencies

- Contract and agreements signed
- New client questionnaire and assessment completed
- Establish strategic objectives of the new client
- Tactical recruitment plan developed and documented
- Agency lead recruiters and account managers selected
- Agree communications process and channels
- Brief open positions and start the recruitment process
- Communicate, collaborate and engage as agreed
- Refine and optimise recruitment process steps as required