

Checklist: How To Create a Talent Pool

Creating a talent pool requires you to identify your talent needs, source talent and keep track of key individuals so that you can contact them when you have an open position.

Here's a checklist you can modify and use as you build your talent pool.

What To Do	How To Do It	Resources
1. Identify KSAs your company needs to be successful.	Identify: <ul style="list-style-type: none"> ● Critical Positions ● Specialized Job Knowledge ● Cultural Attributes 	<ul style="list-style-type: none"> ● Job Descriptions ● Org Charts ● Company Mission Vision and Value statements
List the knowledge, skills and abilities, along with any cultural attributes or critical positions that need to be filled, or that may need to be filled in the future below. This becomes the starting point for you to begin creating a talent pool.		
Critical positions	List:	
Knowledge	Examples:	For what jobs?
Skills	Examples:	For what jobs?
Abilities	Examples:	For what jobs?
Cultural attributes	List:	

2. Find people who possess those KSAs	<p>Search:</p> <ul style="list-style-type: none"> ● Job Boards ● Employee Referrals ● Passive Candidates ● People You Meet ● Experts ● Social Media ● Internal Database ● Executive Recruiters & Temp Agencies 	<ul style="list-style-type: none"> ● Job Boards ● HR Software
3. Gather talent data in one place	<p>Implement:</p> <ul style="list-style-type: none"> ● Job Board ● Applicant Tracking System or ● Recruiting Software 	<ul style="list-style-type: none"> ● Free job boards ● Paid job boards ● Applicant tracking system, or ● Recruiting Software
4. Stay in touch	<p>Communicate:</p> <ul style="list-style-type: none"> ● In person/conferences ● Email/phone ● Projects/freelance ● Internships ● Social media 	
5. Reach out when a position opens up	<p>Ask individuals to apply to job on job board or your website</p>	<ul style="list-style-type: none"> ● Job Board ● Careers page on business website