

# Recruiting Diagnostic Assessment

*A Strategic Audit Framework for Evaluating Recruiting Performance, Efficiency, and Business Impact*

This diagnostic assessment is designed to help organizations evaluate the maturity, effectiveness, and business alignment of their recruiting function. The assessment identifies operational gaps, process bottlenecks, hiring risks, and performance opportunities across the full talent acquisition lifecycle.

## 1. Business Alignment

Assessment Focus: Evaluate whether recruiting operates strategically or reactively.

- What are the organization's top business priorities this year?
- How does recruiting support revenue, growth, or operational goals?
- Which roles are considered business-critical?
- Is there a formal workforce planning process?
- How do hiring delays impact productivity or revenue?

## 2. Requisition Intake & Role Clarity

Assessment Focus: Identify role ambiguity and hiring alignment issues.

- Is a structured intake meeting conducted for each new requisition?
- Are success outcomes defined beyond the job description?
- Are must-have and preferred qualifications clearly separated?
- How frequently do role requirements change during the search?
- Do recruiters challenge unrealistic expectations?

## 3. Sourcing Effectiveness

Assessment Focus: Evaluate pipeline quality, sourcing diversity, and recruiter capability.

- What percentage of hires come from proactive sourcing?
- Which sourcing channels produce the highest-quality candidates?
- Are advanced sourcing techniques being used consistently?

- How many qualified candidates are generated per week per requisition?
- Is there a repeatable sourcing strategy by role type?

## 4. Screening & Selection Quality

Assessment Focus: Measure hiring quality and selection consistency.

- Is there a structured screening and interview process?
- Are interview evaluations standardized across teams?
- What percentage of candidates advance through each stage?
- How often are poor hires identified within the first 90 days?
- Are hiring decisions data-driven or subjective?

## 5. Process Efficiency & Speed

Assessment Focus: Identify operational inefficiencies and cycle-time delays.

- What is the average time-to-fill by role category?
- Where do bottlenecks most frequently occur?
- How quickly is interview feedback provided?
- How many interview rounds are required before an offer?
- Are service-level expectations established for recruiters and hiring managers?

## 6. Hiring Manager Effectiveness

Assessment Focus: Evaluate recruiter–manager partnership effectiveness.

- Do hiring managers understand their role in the hiring process?
- Are hiring managers responsive and engaged?
- Is interview feedback clear, timely, and actionable?
- Do managers rely too heavily on recruiters for decision-making?
- Have hiring managers received interview training?

## 7. Data, Metrics & Accountability

Assessment Focus: Determine reporting maturity and accountability.

- Which recruiting metrics are consistently tracked?
- Are recruiting KPIs tied to business outcomes?
- Are funnel conversion rates monitored?
- Do recruiters have measurable performance goals?
- How are recruiting insights communicated to leadership?

## 8. Recruiter Capability & Skill

Assessment Focus: Assess recruiter competency and consulting capability.

- How strong are sourcing and talent-mapping skills?
- Can recruiters effectively influence hiring managers?
- Do recruiters operate strategically or transactionally?
- Are recruiters effective at candidate closing?
- Is coaching and ongoing development provided?

## 9. Candidate Experience

Assessment Focus: Measure candidate engagement and employer brand impact.

- Is communication timely throughout the hiring process?
- How long do candidates wait between interview stages?
- Is the interview process transparent and organized?
- Is candidate feedback collected and reviewed?
- What is the candidate drop-off rate during the process?

## 10. Financial Impact

Assessment Focus: Quantify business impact and recruiting ROI.

- What is the cost of unfilled positions?
- How much agency spend is incurred annually?
- What is the financial impact of poor hiring decisions?
- How much productivity is lost due to hiring delays?

- How are recruiting costs measured and managed?

# Recruiting Maturity Scoring Model

Each assessment category should be scored using the following 1–5 maturity framework.

Score	Maturity Level	Description
1	Reactive / Broken	Processes are inconsistent, undefined, or highly inefficient.
2	Developing	Basic processes exist but execution is inconsistent.
3	Functional	Processes are operational but opportunities remain.
4	Strong	Processes are efficient, measurable, and scalable.
5	Best-in-Class	Recruiting operates strategically with measurable business impact.

## Recommended Deliverables

- Executive Summary
- Recruiting Maturity Scorecard
- Key Findings & Risk Areas
- Financial Impact Analysis
- 90-Day Recruiting Improvement Roadmap
- Recruiter Coaching & Capability Recommendations

This assessment framework can be used as a stand-alone recruiting audit, a consulting engagement entry point, or the foundation for ongoing recruiting transformation initiatives.