



Sprint Recruiting Planning Guide

Introduction

This playbook will support you in setting up sprint recruiting in your organization. Follow the tips and examples to define your sprint goal, the length of the sprint, the scope of work, and to set up the sprint components.

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1. Determining the Sprint Length

Determine the length of your sprint based on the sprint goal. A sprint can be anywhere from one to four weeks, depending on the complexity of the task.

A two-week sprint can provide ample time to evaluate and adjust the process while maintaining focus. However, for high-volume recruiting, shorter weekly sprints may prove more effective. Make the sprint length a discussion point during your retrospectives and adjust it to suit your work and your team.



2. Determining the Scope of Work

Next, create a clear understanding of the scope of work of each sprint:
What goals and objectives do you want to achieve during the sprint? The scope could range from sourcing and engaging with potential candidates to onboarding new hires.

When defining the scope of work, consider the following factors:



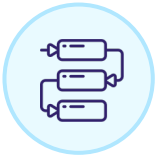
Resource constraints

How much time and effort do you have available?
What's the capacity of the team?



Priorities and goals

How much time and effort do you have available?
What's the capacity of the team?



Dependencies

Are there any dependencies or constraints that might affect your ability to complete the work during the sprint? With whom do you need to coordinate?



Risks and uncertainties

Are there any risks or uncertainties that could impact your ability to complete the work during the sprint? How will you mitigate these?

EXAMPLES

- **Resource constraints:** The team members have different levels of expertise, which could affect the time and effort needed to complete certain tasks.
- **Priorities and goals:** Improve the candidate experience to increase the likelihood of hiring top talent.
- **Dependencies:** The recruitment team needs to coordinate with the IT and Legal departments to ensure compliance with company policies.
- **Risks and uncertainties:** The job market is highly competitive, which makes it more challenging to attract and hire top talent.

3. Defining the Sprint Components

A sprint typically includes the following components:

STAND-UPS

A stand-up is a short daily meeting (15 minutes max) in which each team member provides an update on the following aspects:

- What progress has been made since the last meeting?
- Where do they need help, or what obstacles do they have?
- What will they accomplish before the next meeting?

REVIEWS

In this end-of-sprint meeting, you get together with your sprint team, and each member showcases their accomplishments and receives feedback from the team lead and other team members. It's a good opportunity to celebrate wins and boost morale on the team. The following questions can be discussed in a review:

- What did you accomplish during the sprint?
- Did you encounter any challenges while working on your task? If so, how did you overcome them?
- Did you meet the sprint goal, and if not, what were the reasons?
- What can we improve in the next sprint to work more efficiently and effectively?

RETROSPECTIVES

In this end-of-sprint meeting, recruiters and all stakeholders evaluate what went well, what could have been improved, and any areas of concern that need to be addressed. Unlike the sprint review, the retrospective is focused on processes rather than outcomes. You can ask the following questions:

- What went well during the sprint?
- What could have been improved?
- Were there any bottlenecks or obstacles that hindered the team's progress?
- What can we learn from this sprint and apply in future projects?

SUCCESS ROUTINES

A success routine is an activity to ensure each team member completes their tasks efficiently and effectively in a sprint. These are determined by each recruiter and their leaders and team members. Questions to ask are:

- What time of the day is best for a recruiter to source?
- How many hours do they need to allocate to administrative or follow-up work?
- How do they best allocate their time between sourcing, interviewing, scheduling, and manager follow-up based on the number of roles in the sprint?



EXAMPLES OF SUCCESS ROUTINES

- **One-on-ones with recruiters:** Conduct regular one-on-ones with recruiters to check in on their progress. Questions to ask are:
 - How close are you to meeting your sprint goal?
 - What progress have you made regarding your most critical roles?
 - What obstacles have you encountered this sprint?
 - How can I help you succeed?
- **Accountability and feedback for recruiters:** Create a dynamic of accountability and candid feedback among recruiters. It's important that recruiters work together and ask for help when they find themselves missing the mark in the sprint. Be open to the feedback you receive and allow it to help shape how you approach recruiting.
- **Time blocking:** Time blocking refers to dividing your day into blocks of time, which are each dedicated to accomplishing a specific task. This simple trick allows you to focus on sprint-related tasks and minimize other distractions.
- **Focused updates:** Encourage focused updates to hiring managers who have open roles with assigned points. In these updates, the recruiter provides a quick summary of progress made and calls out when they need feedback or help from the hiring manager. It increases engagement and efficiency with hiring managers and helps close more points faster in the sprint.
- **Definition of done:** Define what “done” means for you. This key term in agile methodology asks you to determine the criteria your team and your sprint owner will agree on to prevent endlessly reworking a task. How do you know a task is finished? What is the moment you mark it as “done?” The point is not to make it perfect but to identify the stopping point for each task or multiple phases within the same task.

4. Choosing a Sprint Owner

The sprint owner is the key stakeholder in sprint recruiting. They define priorities and are committed to the success of the sprint. Here's a list of their key responsibilities:



The sprint owner **defines the vision** for the recruiting team by leveraging their high-level perspective and communicating with stakeholders and ensuring the vision aligns with the business objectives. Mutual accountability ensures effective collaboration and flexibility during the recruitment process.



The sprint owner also **defines the priority**. They must juggle the triple constraint model of scope, cost, and time, weighing priorities according to stakeholders' needs and objectives. They'll need to know which roles are critical and work with the recruiting team in the sprint planning meeting.



The sprint owner **is responsible for providing feedback**. Choose a sprint owner who is comfortable giving both positive and constructive feedback. They need to help you identify bottlenecks and inefficiencies so the process can be improved with every sprint.



The sprint owner **must be equitable and firm**. They need to hold the recruiting team and business unit equally accountable for reaching the objectives in each sprint.

Tip

Choose someone who shows ownership, initiative, and commitment and who is influential across the business.