**BSBHRM506 Manage Recruitment, Selection & Induction**

Introduction: You need to develop a HR Staffing Plan in your business (where you work or place you’re familiar with) – you can use the following template. You need to recruit and select employees based on the needs of this plan.

**Task 2 – Sample HR Staffing Plan Template**

Name of Organisation:

Your Name & Position:

What is the Objectives/Goals of the Company for the next budget year (17/18)?

E.g.

Increase sales by XX%?

Introduce product brand ABC to help increase sales?

What are your organisation’s HR needs in order to meet your 17/18 Objectives?

What is the current status of HR – current roles and numbers? What are the HR gaps to ensure you meet the 17/18 objectives.

What type of employees do you require? Explain

How many of each type of employee? Explain why?

When will you need these employees? Explain

How will you recruit and select?

Nominate the support (internal & external specialist) you will require to ensure you recruit and select the right people?

What recommendations will you implement to improve HR recruitment and Selection?