**Recruitment plan template**

**1- Plan Objective**

Hire 5 software engineers to support the project of developing new applications

**2- Needs Analysis**

Vacancies:

(5) Software Engineer

**3- Identify the required skills**

* Experience in software development in Python or Java
* Knowledge of web technologies (HTML, CSS, JavaScript)
* Skills in dealing with databases (MySQL, PostgreSQL)

**4- Job Description**

A software engineer is responsible for developing and maintaining web applications, working with cross-functional teams to define project requirements, analyze user needs, and design and develop software using appropriate programming languages such as Java and Python. The role requires writing high-quality code, conducting tests to ensure efficiency, maintaining existing systems, and preparing necessary technical documentation. Candidates should have a bachelor's degree in computer science or a related field, along with 2-5 years of experience in software development, as well as strong analytical and technical problem-solving skills.

**5- Required Qualifications**

* Bachelor's degree in computer science or a related field
* Two years of experience in software development

**6- Channels used**

* Post advertisements on job sites such as LinkedIn and Tanqeeb platform.
* Participate in a local job fair.
* Use recommendations from current employees.

**7- Evaluation and selection process**

* Personal interviews.
* Technical test to assess software skills.

**8- Interview schedule**

Interviews start in the second week of January.

**9- Budgeting**

* Advertising cost: 2000 SAR
* Career fair cost: 1500 SAR
* Interview related costs (e.g. travel): 500 SAR
* Total budget: 4000 SAR

**10- Training of relevant employees:**

Workshop on interview and assessment techniques.

**11- Implementing the plan**

Publish advertisements in the first week of January.

**12- Evaluating results**

Conduct performance evaluations for new employees after 6 months of hiring, and collect team feedback on new employee performance.

**13- Updating the template**

Evaluate the effectiveness of the recruitment plan template and review and update the recruitment plan at the end of the year based on the results.