Talent Pool Worksheet

**Focus on quality throughout the pool building process**

1. Be intentional in your mass marketing
2. Build a targeted list of potential connectors and candidates; go beyond your inner circle
3. Keep track of candidates and connectors and make a plan to reach out personally
4. Be a talent scout year-round – build and maintain a diverse network

**Be intentional in mass marketing**

List 2-3 places you might post your job announcement to help you build a diverse, quality pool.

**Be a talent scout – Find connectors and candidates**

Identify 1-3 potential connectors or candidates within each network tier.

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| **Tier 1**  *Past jobs, partnerships, your field/sector* | **Tier 2**  *Colleges, universities, professional memberships, school networks* | **Tier 3**  *Personal networks and communities (religious, recreational, volunteer, friends)* |
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*Tip: Create a system to keep track of candidates, connectors and deadlines for reaching out.*

**Sample Talent Tracking Chart**

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| --- | --- | --- | --- | --- |
| **Name** | **Relationship Owner** | **Contact Info** | **Candidate/ Connector** | **When / Deadlines** |
| *Name of candidate / connector* | *Person referring / reaching out* | *Phone number & email (or plan to get them)* | *Is this a candidate, connector or both?* | *Date to reach out;*  *Date of call / meeting* |
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