

HOLIDAY COUNTDOWN CALENDAR

PLAN YOUR RECRUITMENT

2021 will be here before we know it, and the closer it gets, the more challenging recruitment becomes. Whether you're planning to hire permanent staff for a New Year start, or you need temporary cover in the team to help over the holiday period, you need to be aware of these key dates and actions.

Don't forget to send a formal offer letter to your successful permanent candidate within 2 weeks.

NOVEMBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
									Register your permanent job with Hays before November 25th if you need a prompt 2021 start. Missed this window? Contact your consultant to find immediately available permanent candidates. Start planning ahead for your seasonal temporary staffing needs.															We are conducting interviews with temporary candidates right now! If you have a job for the upcoming period, contact your Hays consultant ASAP and we will find the right candidates for your needs.					

DECEMBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
First and second interviews should be completed by this week. Temporary workers for January should also be secured by now.						Keep in touch with any new professionals joining in January.							We complete pre-start checks with you and your new permanent hire.											We complete any final pre-start checks with your new permanent hire.						

JANUARY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			New permanent team member starts 4 January...							We will be in touch to confirm the candidate is settling in at the start of their second week.								

To discuss your staffing requirements with your local recruiting expert, find your nearest Hays office at hays.ca/recruitment-countdown