

Agenda: HR Recruitment Partner and Manager Meeting

DATE: Bi-weekly

TIME: 45 minutes

Virtual Meeting

No.	Agenda	Lead
1	Welcome and Objectives Overview <ul style="list-style-type: none"> Quick introduction and re-cap and discussion of meeting goals. 	HR
2	Review of HR Social Care Data Dashboard <ul style="list-style-type: none"> Review of actions from the last meeting (here). 	HR
3	Understanding the Team Structure <ul style="list-style-type: none"> Discuss the current team composition and workload. Identify gaps and potential areas for role adjustments. 	Manager
4	Advertising Strategy Overview <ul style="list-style-type: none"> Review current advertising efforts and channels. Discuss the effectiveness of current stages in the recruitment pipeline. 	All
5	Open Discussion and Next Steps <ul style="list-style-type: none"> Gather input on potential improvements. Assign action items and set follow-up dates. 	All
8	AOB	