YOUR  
LOGO

**COMPANY NAME**

TALENT-ACQUISITION STRATEGY PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to develop a comprehensive Talent-Acquisition Strategy for your organization. We specialize in aligning recruitment strategies with business goals to attract, hire, and retain top talent.  
  
This proposal outlines our approach to enhancing [Client Name]'s talent acquisition efforts.

# Project Objectives

The primary goals are:  
  
- Streamline the recruitment process for efficiency and effectiveness  
- Enhance employer branding to attract high-quality candidates  
- Implement data-driven talent acquisition strategies  
- Build a robust talent pipeline for future needs

# Proposed Services

Our talent acquisition services include:  
  
- Workforce needs assessment and role profiling  
- Employer brand enhancement and recruitment marketing  
- Development of sourcing strategies (job boards, social media, referrals)  
- Implementation of applicant tracking systems (ATS)  
- Interview process optimization and hiring manager training  
- Metrics and analytics for continuous improvement

# Scope of Work

Scope includes:  
  
- Initial assessment and strategy development  
- Design and execution of recruitment campaigns  
- Support in ATS setup and optimization  
- Training sessions for recruitment teams  
- Ongoing performance monitoring and reporting

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Conduct workforce analysis and develop strategy | [Start Date] |
| Recruitment Campaigns | Launch sourcing initiatives and employer branding efforts | [Date] |
| ATS Implementation & Optimization | Deploy and configure applicant tracking systems | [Date] |
| Training & Support | Provide training for hiring managers and recruitment teams | [Completion Date] |

# Pricing

Estimated cost breakdown for talent-acquisition strategy development:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment & Strategy Development | Analyze workforce needs and create recruitment plan | [Amount] |
| Recruitment Campaign Execution | Run targeted sourcing and branding initiatives | [Amount] |
| ATS Setup & Optimization | Implement applicant tracking systems | [Amount] |
| Training & Performance Monitoring | Conduct training and track recruitment metrics | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of recruitment and talent acquisition consulting services.  
  
- Experience: [X] years in talent acquisition and workforce planning  
- Expertise: Recruitment marketing, sourcing strategies, process optimization  
- Mission: To help organizations attract, hire, and retain the best talent through strategic recruitment solutions

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Talent acquisition strategy for a growing tech company  
- Outcome: Reduced time-to-hire by 25% and improved candidate quality  
  
Testimonial:  
“[Your Company Name] delivered a data-driven recruitment strategy that significantly improved our hiring process and talent pipeline.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, strategy development, recruitment campaign execution, and support.  
Client Responsibilities: Provide access to internal HR systems and key stakeholders.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this talent-acquisition strategy proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_