

Date: [Insert Date]

To: [Employee Name]

Position: Talent Sourcing Specialist

Subject: Probationary Period Expectations and Performance Goals

Dear [Employee Name],

Welcome to the team. This letter outlines the performance expectations and key objectives for your [3/6] month probationary period as a Talent Sourcing Specialist. Our goal is to ensure you have a clear roadmap for success during your integration into the company.

1. Core Responsibilities

- Identify and engage passive candidates through LinkedIn Recruiter, job boards, and niche networks.
- Review resumes and conduct initial phone screenings to assess qualifications and cultural fit.
- Build and maintain a robust pipeline of qualified candidates for current and future openings.
- Collaborate with Hiring Managers to understand specific role requirements and team dynamics.

2. Key Performance Indicators (KPIs)

During this period, your performance will be evaluated based on the following metrics:

- **Sourcing Volume:** Submit a minimum of [Number] qualified candidates per week for assigned roles.
- **Conversion Rate:** Achieve a [Percentage]% rate of sourced candidates moving from initial screen to hiring manager interview.
- **Response Rate:** Maintain a [Percentage]% response rate on initial outreach/InMails.
- **Data Integrity:** Ensure 100% accuracy in updating the Applicant Tracking System (ATS) in real-time.

3. Learning and Development Goals

- Complete training on [Name of ATS/Software] within the first two weeks.
- Demonstrate proficiency in Boolean search strings and advanced sourcing techniques.
- Develop a deep understanding of [Company Name]'s value proposition and employer brand.

4. Feedback and Review Schedule

We will hold formal check-ins to discuss your progress on the following dates:

- 30-Day Review: [Date]
- 60-Day Review: [Date]
- Final Probationary Review: [Date]

I am committed to providing the support and resources you need to excel in this role. Please sign below to acknowledge that you have received and understood these expectations.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____