

Date: [Insert Date]

To: [Employee Name]

Position: Technical Recruitment Specialist

Subject: Probationary Period Expectations and Performance Goals

Dear [Employee Name],

Welcome to the team. As you begin your role as a Technical Recruitment Specialist, this letter outlines the specific performance expectations and goals for your [Number]-month probationary period ending on [Date].

1. Sourcing and Pipeline Management

- Identify and engage a minimum of [Number] qualified candidates per week for active technical roles (e.g., Software Engineers, DevOps, Product Managers).
- Build and maintain a pipeline of diverse talent using LinkedIn Recruiter, GitHub, and niche technical job boards.
- Maintain accurate and real-time data entry within the Applicant Tracking System (ATS).

2. Candidate Evaluation

- Conduct initial phone screenings to assess technical literacy, cultural fit, and salary expectations.
- Ensure a conversion rate of [Percentage]% from initial screen to hiring manager interview.
- Provide detailed, written interview feedback for every candidate submitted to hiring managers.

3. Hiring Manager Collaboration

- Attend weekly intake meetings to understand technical requirements for new requisitions.
- Provide weekly recruitment status reports to stakeholders regarding market trends and candidate feedback.

4. Professional Conduct and Integration

- Complete all mandatory company onboarding training within the first 30 days.
- Demonstrate adherence to company values and recruitment ethics.
- Respond to internal and external communications within [Number] business hours.

We will hold formal reviews at the 30, 60, and 90-day marks to discuss your progress and provide feedback. Successful completion of this period is contingent upon meeting these benchmarks and demonstrating the skills required for the role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I acknowledge that I have received and understood the expectations outlined above.

Employee Signature: _____ Date: _____