

RPO Implementation Checklist

Use this detailed checklist to stay on track from planning through post-launch.

1. Pre-Implementation Planning Tasks

- ☐ Conduct a current-state audit of your recruitment process
- ☐ Identify high-impact roles and hiring bottlenecks
- ☐ Align internal stakeholders on RPO goals and scope
- ☐ Define measurable success metrics (e.g., time-to-fill, cost-per-hire)
- ☐ Audit your tech stack for integration readiness (ATS, HRIS, etc.)
- ☐ Build your internal implementation team (HR, IT, Legal, Hiring Managers)
- ☐ Finalize RPO partner selection and contractual terms
- ☐ Create a change management and internal communication plan

2. Week-by-Week Implementation Guide

Week 1–2

- ☐ Launch kickoff meeting with internal team and RPO provider
- ☐ Begin documentation transfer and cultural onboarding
- ☐ Share brand guidelines, role templates, and hiring priorities

Week 3–4

- ☐ Confirm workflows and SLA agreements
- ☐ Finalize tech integrations and run test cases
- ☐ Train hiring managers on the new process

Week 5–6

- ☐ Launch pilot with 1–2 departments or role families
- ☐ Monitor candidate flow and recruiter responsiveness
- ☐ Collect initial feedback from hiring managers and candidates

Week 7–8

- Apply feedback and refine workflows
- Prepare for full rollout across departments or regions

- Set recurring performance review checkpoints

3. Stakeholder Responsibility Matrix

Role	Responsibilities
Executive Sponsor	Approve budget, unblock decisions, align with business strategy
TA/RPO Project Lead	Oversee daily execution, manage provider relationship
HRIS/IT Specialist	Handle tech integration, access, and data validation
Hiring Managers	Provide role-specific insights, conduct interviews
Legal/Compliance	Ensure contract, data, and labor law compliance
Change Champion	Promote adoption, share updates, and gather informal feedback

4. Critical Milestone Markers

- ☐ Contract signed and kickoff scheduled
- ☐ Tech systems fully integrated and tested
- ☐ First successful pilot hire completed
- ☐ Full-scale launch approved and executed
- ☐ 30-, 60-, and 90-day performance reviews conducted
- ☐ Scope or SLA adjustments documented (if needed)

5. Post-Implementation Review Items

- ☐ Review time-to-fill and cost-per-hire improvements
- ☐ Gather hiring manager and candidate satisfaction feedback
- ☐ Analyze first 90-day retention and performance of new hires
- ☐ Evaluate provider alignment with strategic goals
- ☐ Plan for ongoing optimization and quarterly reviews