TALENT ENGINEERING ACADEMY

Talent Engineering Fundamentals

PRACTICE WORKBOOK

Connect hiring outcomes, evidence, people and systems, then design and evaluate a small recruitment improvement.

PATHWAY	Talent Engineering Practitioner
LEVEL	Foundation
EDITION	2026.09
UPDATED	2026-09-24

Free learning. Practical work. Better recruitment.

An education initiative by Vitae.

WORKBOOK GUIDE

Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

A one-page improvement charter with a baseline, decision owner and evaluation plan.

How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

None. Start here if talent engineering is new to you.

Course page: https://talentengineering.org/courses/talent-engineering-fundamentals

PART 1

Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

Business outcome and who benefits

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

Current process and observed constraint

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

Evidence, source and uncertainty

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

Proposed change and accountable owner

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

Baseline, guardrail and stop condition

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

Pilot result and next decision

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 07

Start with the recruitment outcome

YOUR PRACTICE TASK

Choose a fictional role. Write three outcomes the new hire must deliver and one evidence question for each. Mark every requirement as essential or preferred.

YOUR RESPONSE

LESSON 02 / 07

Map the work before automating it

YOUR PRACTICE TASK

Map six steps in a search. Choose one repeated task, identify its owner and describe the check required before its output is used.

YOUR RESPONSE

LESSON 03 / 07

Combine AI with accountable decisions

YOUR PRACTICE TASK

Write a small improvement plan: the task, current friction, proposed AI assistance, required human review and two measures of success.

YOUR RESPONSE

LESSON 04 / 07

Define the system boundary

YOUR PRACTICE TASK

Write the boundary and charter for a fictional expansion requiring four technicians. Identify two dependencies outside recruitment.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Fictional manufacturer Alder needs a second shift in twelve weeks. The recruitment team can improve search and assessment, but training capacity and equipment readiness belong to operations. Its charter targets qualified starters by week ten and records training availability as a dependency.

SELF-REVIEW GUIDANCE

A workable charter separates four accepted offers from four trained, productive starters. It names an operations owner for induction capacity and a recruitment owner for offer readiness. It does not promise production output solely from faster hiring.

LESSON 05 / 07

Use evidence to choose the constraint

YOUR PRACTICE TASK

Create a six-step timeline for three fictional cases. Identify one plausible constraint and one alternative explanation.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

In ten fictional searches, scheduling takes two days and shortlist approval takes eight. Seven approval delays involve rewritten briefs. Buying a scheduler would not address the main observed delay. The pilot introduces a signed brief before sourcing.

SELF-REVIEW GUIDANCE

Show both waiting and working time. A defensible conclusion says brief ambiguity may cause approval rework, then checks whether interview availability or budget holds also explain the delay. Three cases inform a pilot, not an organisation-wide claim.

LESSON 06 / 07

Design a balanced improvement experiment

YOUR PRACTICE TASK

Specify one benefit measure, two guardrails and a stop condition for your charter.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A team pilots evidence-linked summaries on five comparable roles. It tracks review time, corrections and candidate complaints. One fabricated qualification pauses the trial while source handling is investigated, even if average preparation time has improved.

SELF-REVIEW GUIDANCE

Use a defined review unit and record comparable work. Include correction effort in time costs. Give the owner authority to suspend the change and route affected records for review. Do not label a small pilot as causal proof.

LESSON 07 / 07

Turn an improvement into a maintained service

YOUR PRACTICE TASK

Complete a handover with owner, permitted scope, weekly checks and an exception example.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A summary workflow works for engineering roles but misreads academic qualifications. The owner restricts its approved scope and opens a separate evaluation for research roles. The runbook tells operators to use manual review outside the tested scope.

SELF-REVIEW GUIDANCE

A useful handover lets a colleague recognise an unsupported use case and continue safely without the creator. Include the current version, how to pause, where to record a problem and when the service will be reviewed.

FINAL REVIEW

Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- ☐ The work distinguishes facts, evidence, assumptions and open questions.
- ☐ Decisions have named owners, dates and review points.
- ☐ Measures connect to the outcome rather than activity alone.
- ☐ Risks, accessibility needs, privacy considerations and limitations are visible.
- ☐ The next action is specific enough for another person to follow.
- ☐ The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

CIPD: Recruitment

Professional context for the recruitment lifecycle.

https://www.cipd.org/uk/knowledge/factsheets/recruitment-factsheet/

ABOUT THIS WORKBOOK

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.