



Talent Acquisition Recruitment Plan Form

INSTRUCTIONS:

Complete this form by providing the requested information and copy/paste the job information into the posting template below. Once the form is completed, please upload it to the requisition.

If your job requisition is already created in Workday, send this completed template via a workday Help case. Any questions can also be submitted via a workday Help case.

Position Type

Position Number:

FTE:

Please indicate recruitment type:

Internal Posting

Internal & External Posting

Multiple Job Posting

Evergreen Request

Hidden Posting – Internal Candidate

Hidden Posting – External Candidate

Select employee type:

A&P

OPS

USPS

Select if applicable:

Visiting/Time-Limited – Renewable

Visiting/Time-Limited – Nonrenewable

Interim

Exempt from Posting



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Position Information

Position Title:

Approved Business Title:

Department/College:

Supervisor:

Additional ad sources (job boards, publications, etc.):

Additional Viewers:

Budget Entity:

Auxiliary Overhead

Auxiliary (soft funds)

C&G

E&G

Other:

If sponsored, add grant number:

Would you like an advertisement quote from Job Elephant? Yes No

Is this a research or research related support position? Yes No

Will you be utilizing electronic employment references? Yes No

Please reach out to your HR Business Center if utilizing a search firm for Workday access.

Search Committee (if applicable)

Search Firm:

Search Committee:

Chair:

Search Manager/Assistant:

Search Committee Members: ****Note: Everyone in the search committee process must complete training.***



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Posting Information

The next several sections will assist the Talent Acquisition Center create the posting language. Please complete when the position will be advertised.

Profile of the dept. or college (Not required) Insert Dept. Name:

The Opportunity (Job description):

Responsibilities:

Minimum Qualifications: Talent Acquisition will include A&P, USPS, and OPS job titles in line with Compensation Pay Plan.



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Preferred Qualifications: **Preferences are required for every position**

Work Schedule:

Shift (if applicable): 2nd Shift 3rd Shift Patrol Day Shift

Salary/Hourly Amount:
Negotiable

Minimum (Proposed amount) to Negotiable

Minimum (Proposed amount) to Specific (under midpoint):

Additional Application Materials Required:

Special Instructions to the Applicants:

Advertised Start Date:

Advertised Close Date:

Supplemental Question(s)

Supplemental questions on a job application are general questions that are asked to assess the applicants' key skills. The questions are generally concise, short, have a clear intent and should be easily understood. A good supplemental question will prompt answers that can help an employer compare one applicant to another.



Student Success and Well-Being

Create a Job Requisition

Supervisory Organization (supervisor of position): _____

Position Type: _____

How many positions?: _____

Position Title: _____

Reason: _____

Recruiting Instructions: _____

Recruiting Start Date (*at least 3 days after submitting this form*): _____

Target Hire Date: _____

Recruiting End Date (*if applicable*): _____

Additional Job Description (*preferences*):

Worker Sub Type: _____

Primary Location: _____

Scheduled weekly hours (*example: Monday-Friday 8-5*): _____

Work Shift: _____

Cost Center (*ex. CC 5 digits*): _____

Work tag 1(*if applicable*): _____

Work tag 2 (*if applicable*): _____

Salary / Hourly rate: _____

Department representative's signature

Roles (only fill out if applicable):

Primary recruiter: _____

Search committee assistant: _____

Search committee chair: _____

Search committee members
or additional viewers: