



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
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Is this a research or research related support position?	Yes	No
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Will you be utilizing electronic employment references?	Yes	No
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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

Primary Location: _____

Cost Center: _____

Work tag 1 (if applicable): _____

Work tag 2 (if applicable): _____

Talent Strategy session meeting availability: _____

Who should be invited to the Talent Strategy session meeting?

Talent Strategy Session Preparation

Relevant Questions to consider:

- What is your ideal candidate? What are some of the criteria that you are looking for in an ideal candidate? Considering the demands of the job, what prior experience or education would be beneficial?
- Will you be utilizing Spark Hire Interviews? (Spark Hire Interviews are virtual one-way interviews that allow applicants to record video responses to set questions). If you will be utilizing this service, what are some questions that you would like to ask the applicants?
- In reviewing the TARP, does all the information appear accurate and applicable to the search criteria? (example: if a driver's license is listed as a prerequisite for applicants to apply, will the candidate be required to drive to complete their job duties?).
- For transparency, consider the budget for this role, and a salary range. (example: The anticipated salary range for this position is minimum - \$X. The final salary will be determined based on the candidate's qualifications, experience, and internal equity considerations.)
- What is your ideal timeline? What time are you setting aside to conduct interviews to allow for your target start date?

Authorized Approval