



Talent Acquisition Recruitment Plan Form

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

Position Type

Position Number:

FTE:

Please indicate recruitment type:

Internal Posting

Internal & External Posting

Multiple Job Posting

Evergreen Request

Hidden Posting – Internal Candidate (provide name)

Hidden Posting – External Candidate

Select employee type:

A&P

OPS (TEMP)

USPS

Select if applicable:

Visiting/Time-Limited – Renewable

Visiting/Time-Limited – Nonrenewable

Interim

Regular

OPS Exempt from Search

Search Committee Yes No

Search Chair:

Search Manager/Assistant:

Search Firm:

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





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Position Information

Position Title:

Approved Business Title:

Department/College:

Supervisor:

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

Add'l Viewers and Search Committee Members:

Budget Entity

Overhead Auxiliary

Auxiliary

C&G

E&G

Other (If sponsored, add grant number):

Is this a research or research related support position?	Yes	No
How do you intend to conduct employment references?	Electronic	Manual
Would you like to utilize SparkHire?	Yes	No
Add 'No Sponsorship Available' language to posting	Yes	No

NOTE: Sponsorship language is automatically applied to OPS and USPS postings.

Work Schedule:

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

Advertised Start Date:

Advertised Close Date:





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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 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***

Additional Application Materials Required:

Check all that apply:

- Driver License needed
- 2nd Language preferred (must obtain approval from Talent)
- Level 2 Background needed
- C&G/Aux Language needed
- Salary/hourly range:

(Additional) Special Instructions to the Applicants:

Salary/Hourly:

- Minimum to Negotiable (provide min)
- Negotiable (requires Talent approval)

Include the onsite-work question? Yes No

If yes, make it a knockout? Yes No

Supplemental Question(s): *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.*



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