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 **Reset Form**

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.): _____

Addt'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.*

UCF | Student Success and Well-Being

Student Success and Well-Being

Create a Job Requisition

Primary Location

Select one

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?

E-Team Leader Review

Relevant questions to consider:

- Is this position still essential?
- Has the work changed?
- Could technology improve efficiency?
- Could responsibilities be redistributed?
- Have student needs shifted in the areas this position serves?
- Could another department provide greater expertise for this service?
- Are we duplicating efforts somewhere else in SSWB or UCF?
- Would reimagining this position or structure improve service delivery?

This has been reviewed and approved

By signing this form, I acknowledge that I have reviewed the above questions and feel it is in the best interest of UCF students, SSWB, and UCF overall, that this position be posted and filled.

E-Team signature SIGN

Revised: 8/25/26