



# 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: