



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 Number

Please indicate recruitment type:

- | | | |
|--------------------------------|--------------------|------------------------------|
| Internal | A&P | Visiting/Time-Limited |
| Internal & External Search | OPS | Renewable Non-renewable |
| Hidden Posting | USPS | Interim |
| Internal Candidate | External candidate | Exempt from Posting |
| Pool Posting/Evergreen request | | |

Position Information:

Position Title: _____ Approved Business Title: _____

Department/College: _____ Supervisory Org: _____

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

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

Search Firm Yes No *Please reach out to Talent Acquisition if the search firm needs access to Workday*

Search Committee Yes No

Chair: _____ Search Manager or Chair Assistant: _____

Search Committee Members: _____

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





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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: *To be added by Talent Acquisition for A&P and USPS - If OPS please add*



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Preferred Qualifications: Preferences are required for every position that is advertised.

Department:

Work Schedule:

Salary/Hourly Amount:

Negotiable

Minimum to Negotiable

Minimum-

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: _____

Position Title: _____

Reason: _____

Recruiting Instructions: _____

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

Target Hire Date: _____

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: