



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

Auxiliary

Overhead Auxiliary (soft funds)

C&G

E&G

Other (If sponsored, add grant number):

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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Will you be conducting manual employment references?	Yes	No
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Work Schedule:

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

Onsite Question (not a knockout): Yes No

Onsite Question (as 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.*