



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.*