



# 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	FTE		
Please indicate recruitment type:	Select employee type:	Select if Applicable:	
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:	Supervisor:
Additional ad sources (job boards, publications, etc.):	Additional viewers:

Budget Entity	If Sponsored, add Grant #:
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Would you like an advertisement quote from Job Elephant?	Yes	No
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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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<b>Search Firm</b>	Yes	No	<b>Please reach out to Talent Acquisition if the search firm needs access to Workday</b>
<b>Search Committee</b>	Yes	No	

Chair:	Search Manager or Chair Assistant:
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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 (Proposed amount)

Minimum (Proposed amount) to Negotiable

Minimum (Proposed amount) -

**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.*