

# Recruitment Planning Template

 Plan  Attract  Select  Hire!



## Position Details

Launch Date:	Target Close Date:
Position Title:	Department:
Common (Street) Job Title:	Hiring Manager:

## Recruitment Planning

Prompts	Notes
<p><b>Position Prompts (1-2 hour investment of time)</b></p> <ul style="list-style-type: none"><li>• What are the 3-5 core functions of the role?</li><li>• What about the role is exciting or interesting?</li><li>• What about the role is challenging?</li><li>• What meaningful impact does the role have?</li><li>• What career advancement opportunities are available?</li></ul> <p><b>External Market Preparation</b></p> <ul style="list-style-type: none"><li>• Define common/street job title that is searchable.</li><li>• Market dynamics:<ul style="list-style-type: none"><li>• How many like positions in local area on Indeed.com?</li><li>• What is the average salary in local area for position? (Is there a gap to be aware of?)</li></ul></li><li>• <u>Add 'job purpose' description to include the department, the 3-5 core functions of the job, and why someone should apply.</u></li><li>• <u>Add 1-2 sentences on 'why work at a University'</u></li><li>• Add keywords such as system names, other titles, and skills to help create views to the job.</li><li>• Confirm where the job will be automatically posted when added to the organization's career site.</li></ul>	<p><b>Summary of Duties:</b></p> <p>NOTES:</p> <p><b>External Marketing Summary:</b></p> <p>NOTES:</p>



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<p><b>Broadcast the opening (1 hour investment of time)</b></p> <ul style="list-style-type: none"><li>• Who can be leveraged to create referrals or share the opening?</li><li>• <u>Write a 3 to 4 sentence summary of the job to use when broadcasting the job (use job purpose statement).</u></li><li>• LinkedIn<ul style="list-style-type: none"><li>• Hiring Manager profile active and updated</li><li>• <u>Share the opening on HM's profile</u></li><li>• Join and share the job with 3 LinkedIn Groups (Alumni group of University, Function specific group (i.e. finance, procurement), and Industry specific (Higher ed/NACUBO)</li><li>• Ask those identified above to share the job on their LI page</li></ul></li><li>• LISTSERVs<ul style="list-style-type: none"><li>• Share the job on LISTSERVs and committees both internal and within industry/function</li></ul></li><li>• University Job Board-Grad/undergrad</li><li>• Professional Network<ul style="list-style-type: none"><li>• Contact 2 industry colleagues who may have also hired for something similar and update them.</li></ul></li><li>• Referrals<ul style="list-style-type: none"><li>• Ask your department and be specific (Give me 5 example)</li></ul></li></ul> <p><b>Candidate Pool Prompts</b></p> <ul style="list-style-type: none"><li>• Review earlier work and confirm minimum quals, key traits, and ideal candidate (A, B, C)</li><li>• Reference back market information</li><li>• Salary- learn motivators during interview before judging salary gap.</li></ul>	<p><b>Broadcast Action Items:</b></p> <p>NOTES:</p> <p><b>Department Summary:</b></p> <p>NOTES:</p>



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Prompts

Notes

## Interview Prompts (1 hour investment of time)

- Create an interview invitation template (sets the tone and informs the candidate)
  - Directions
  - Department info/link
  - Benefit Link
  - Job description/link
- Define Interview structure (whole candidate assessed against whole job):
  - 1st Interview: Knowledge and Skills
  - 2nd Interview: Ability to perform the job in our environment
  - 3rd Interview: Overall experience
- Interview Questions
  - Addressed for the structure of the interview
  - Uncovers knowledge, skills, and abilities
- Identify motivators in candidate's current job search and career goals.
  - Can this role align with those?
  - Speak specifically to those motivators and goals when presenting the job.
- What other opportunities/timing does the candidate have?
- Set expectations with candidate as to timeline and follow up
- Feedback from 1st to the 3rd interview
  - Vet concerns/unanswered questions that have surfaced in the next stage of interviewing

## Job Offer Prompts (30 minutes investment of time)

- Verbal offer conversation template:
  - Why you, why us, money (address the discrepancies in the offer conversation)
  - Ask for the candidates thoughts on the offer
  - Ask the candidate if they have any other offers
  - Set call for follow up questions
- What's next after they accept
- Who is their contact after they accept

## Interview Summary:

NOTES:

NOTES:



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## External Posting



**Street Title:**

**Job Purpose Statement (add):**

**Benefits of working at the University (add):**

**Job Summary (paste):**

**Responsibilities (paste):**

**Qualifications (paste):**

**Application deadline/instructions (paste):**

**EEO/Compliance statements (paste):**

**Keywords:**

