

Recruiting Toolkit

Position Details

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

Recruitment Planning

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





Recruitment Planning



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





Prompts

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: Technical
 - 2nd Interview: Fit
 - 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

Notes

Interview Summary:

NOTES:

NOTES:



Recruiting Toolkit



Plan



Attract



Select



Hire!

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:

