**Recruiting Plan**

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| **Work Title:** | |  | | | | | **Role Title:** |  | | |
| **Job Location:** | | | |  | | | **Career Level :** | | Entry  Experienced  Senior/expert | |
| **Hiring Manager:** | | | | |  | | **Department:** | |  | |
| **Position #:** |  | | | | | | **Pay Band:** |  | | |
| **FLSA Exemption Status:** | | | | | | Exempt  Non-Exempt | | | | |
| **Cost Code:** | | |  | | | | **Activity Code:** | | |  |

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| **Core Performance Objectives & Deliverables (what does success look like…..):**  **Within 90 days:**  **Within 6 months:**  **Within 1 year:** | | | |
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| **Key Skills and Abilities (to be successful):** | | | | |  | | | | |
| **Necessary Technical Knowledge:** | | | | |  | | | | |
| **Preferred Abilities and Knowledge:** | | | | |  | | | | |
| **Possible Career Paths:** | | |  | | | | | | |
| **Type of Posting:** | Internal (Agency Only)  State Employee Only  General Public | | | | | | **Posting Timeframe:** | | 5 business days  10 business days  Open until filled |
| **SOEI Required:** | Yes  No | | | | | | | | |
| **Compensation:**  **Hiring Range**  **Hiring Incentives (if necessary)** | |  | | | | **Sourcing:**  **Social Media**  **Universities/Colleges**  **Community Colleges**  **Professional Groups**  **Other** | |  | |
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| Additional Notes: | | | | | |  | |
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| **Selection/Screening Criteria:** |  | | Hiring Manager Screen  HR Screen |
| **Selection Process:** |  | | |
| **Must-Have Interviewers & Level of Preparedness:** |  | Interview Trained  Aligned on Role Expectations  Timing Will Work | |
|  | Interview Trained  Aligned on Role Expectations  Timing Will Work | |
|  | Interview Trained  Aligned on Role Expectations  Timing Will Work | |
|  | Interview Trained  Aligned on Role Expectations  Timing Will Work | |
| **Target Timeline:**  **Approval**  **To Post on RMS**  **Sourcing**  **Interviews**  **Offer** |  | | |
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| **Status Update Preferred Method:** | | Email  Phone  Meeting | **Frequency:** | Daily  Twice a week  Weekly  Other |
| **Hiring Manager Deliverables & Expectations:** |  | | **HR Deliverables & Expectations**: |  |

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| **Other Important Notes:** |  |