**Recruiting Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  |

|  |
| --- |
| **Core Performance Objectives & Deliverables (what does success look like…..):****Within 90 days:****Within 6 months:****Within 1 year:** |
|  |
|  |
|  |
| **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** |  |
|  |  |
| Additional Notes: |  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **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** |  |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Status Update Preferred Method:** | [ ]  Email[ ]  Phone[ ]  Meeting | **Frequency:** | [ ]  Daily[ ]  Twice a week[ ]  Weekly[ ]  Other |
| **Hiring Manager Deliverables & Expectations:** |  | **HR Deliverables & Expectations**: |  |

|  |  |
| --- | --- |
| **Other Important Notes:** |  |