

**RECRUITMENT STRATEGY MEETING**

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**Position Information**

[ ]  New [ ]  Replacement Prior Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why is this position needed, and when applicable, why did the prior incumbent leave?

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**Position Responsibilities**

* Does this position map to a title in the Standard Job Description (SJD) Library? <https://hr.wisc.edu/standard-job-descriptions/>

* What are the teams this position will work with? What qualities are you looking for in a candidate that would make them successful in collaborating with these teams? Consider skill gaps that you may be looking to fill.
* What are the primary responsibilities of this role?

**Job Duties**

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**Checkpoint:**

* Is the language used in the position description clear/plain language, and understood by a larger audience?
* Did you avoid using UW-Madison acronyms? Have you referred to specific UW-Madison systems and software that only internal applicants would have experience with?
* Have you considered flexible working arrangements?

**Requirements** (This information determines the screening criteria)

* Is there a current employee who is an example of a successful candidate? If so, who is it, and what makes them successful?
* What technical and soft skills should a candidate bring to this role on day one? What types of projects, experiences, or behaviors would be evidence of these skills?
* What skills and capabilities are preferred, but not necessary? What would you look for as evidence of these skills?
* What knowledge and skills can be learned on the job?
* Are you looking for a specific number of years of experience in different areas of expertise? Why?
* Will this position supervise other employees or student workers?

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| **Knowledge, Skill, or Ability** | **Needed day one? (Yes or No)** | **Able to learn on the job? (Yes or No)** | **Priority** | **Minimum or Preferred Qualification?** | **Evidence (criteria)** |
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**Checkpoint:**

* Who might you exclude or include with these requirements? How would this answer impact your recruitment strategy?
* Is there flexibility with the requirements if candidates have relevant experience?
* Consider immigration implications. Are there certain requirements that would preclude candidates from being able to apply for a work permit?

**Education**

* Is there a certification needed for this role? If yes, describe the certification and why it is necessary.
* Is a degree in a specific discipline required for this role? If yes, describe the degree and why it is necessary.

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| **Required degree or certification:**  |

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| **Compile the proposed Screening Criteria here:** |

**Checkpoint:**

* Is it necessary to require a certain level of education for the position opposed to experience?
* Is the title chosen from the SJD Library still applicable after reviewing the requirements, responsibilities, and education?

**Department and Culture**

* Describe the makeup of your department. What working/social styles are dominant in the department? What are the gap areas? What/who is missing? How would a new perspective add to the department’s success?
* What relationships and networks have you developed that you can reach out to recruit for this role? What groups and networks may be missing?
* What organizational culture do you and your department embody? What characteristics would contribute to this culture?
* Who needs to be involved in onboarding the new employee for a consistent applicant experience from hiring through onboarding?

**Professional Development**

* Describe the career path for this position. What does growth look like in this role? Are there promotional opportunities?
* What professional development support and/or funding is available for this role? Is there a budget for conferences, travel, or education?

**Search, Advertising, and Outreach Strategy**

* What have you learned from similar or past recruitments? What challenges did you experience and why? What went well and what did not? Was there anyone missing who should have been involved?

	+ What are your strategies to address these challenges? What will you do differently?
* What does the ideal candidate pool look like? How will you achieve this? What outreach strategies will be used?
* Does your unit already have a talent pipeline they can draw upon to help achieve the ideal candidate pool? Have you considered using pipelines available from Talent Acquisition in the Office of Human Resources?

* What search and screen model will you use to evaluate candidates?

[ ]  Single hiring committee (with Primary Recruiter) makes decisions after the evaluation process.

[ ]  Multiple committees screen applicants through the process and make recommendations to the Primary Recruiter.

* Why does the selected search and screen model best meet your recruitment needs?
* Who will be on your search committee? What skill sets or knowledge do they bring?
* Are you open to inviting members from outside your division to serve on the committee?
* What does the interview process look like? Will you need multiple interview phases? Do you need presentations from the candidates, and if so, why?

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| **Advertising and Outreach Strategy:** |

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| **Search Committee Members:** |

**Recruitment Process, Timeline, and Roles**

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| **Recruitment Step** | **When** | **Who** |
| E.g., Schedule interview space | April 18 | Hiring Manager |
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**Checkpoint**

* Are you mindful of candidates who may not have access to the technology needed for phone or video interviews or access to transportation for in-person interviews?
* How might bias show up throughout the review and interview process? How will you mitigate bias?
* Are you allowing ample time to develop interview questions for every phase of the interview process, in partnership with the search committee, that aligns with the department/division values and criteria for the position?

**Position Logistics**

**Position Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remote or Hybrid Work Possible:** [ ]  Yes [ ]  No

**Remote or Hybrid Work Schedule:**

E.g., 20% Remote\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Class:** [ ]  University Staff [ ]  Academic Staff [ ]  Faculty [ ]  Limited
[ ]  Temporary

**Continuity:** [ ]  Ongoing/Renewable [ ]  Fixed Terminal

**Desired Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if applicable)

**FTE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Work Schedule:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compensation Information for Posting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Post Max Salary:** [ ]  Yes [ ]  No

**Maximum Salary (if not posted) for Negotiation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**International Sponsorship Available:** [ ]  Yes [ ]  No

**Relocation Funding Available:** [ ]  Yes [ ]  No

**Hiring or Referral Bonus Available:** [ ]  Yes [ ]  No

**Application Materials Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **What information must the cover letter or statement of interest contain?**

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 **What questionnaires are needed for the posting?**

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