



Talent Acquisition Checklist: Posting a Job Opening

| What you'll need | What you'll do | What else? |
|--|--|---|
| <p> <input type="checkbox"/> Job description <input type="checkbox"/> Position number <input type="checkbox"/> Department number <input type="checkbox"/> Job code <input type="checkbox"/> Recruiter name <input type="checkbox"/> Hiring team members <input type="checkbox"/> Budgeted dollars <input type="checkbox"/> Location <input type="checkbox"/> Special responsibilities or qualifications <input type="checkbox"/> Name of prior incumbent if relevant <input type="checkbox"/> Justification statement </p> | <p> <input type="checkbox"/> Schedule an intake meeting with your Recruiter to confirm your shared hiring approach <input type="checkbox"/> When ready log into One USG Connect <input type="checkbox"/> Select Manager Self Service and click on the Create Job Opening tile <input type="checkbox"/> Complete the pages for Job Details, Questionnaire, Job Posting, Required Attachments, and Hiring Team. <input type="checkbox"/> Make sure you correctly enter the job incumbent with care to. <input type="checkbox"/> Select Save and Submit </p> | <p> <input type="checkbox"/> If special duties are required prior to the posting work with your Business Partner and <input type="checkbox"/> Consider what additional posting sites you might tap to publicize the job <input type="checkbox"/> Once opening is approved, share resulting link with prospective candidates and referral sources <input type="checkbox"/> Start screening candidates and update status as you proceed </p> |
| <p>Notes:</p> | | |