

Recruitment Planner

Remember to **only use business days** in your calculations. Exclude weekends and holidays.

For further instruction on any of these steps, please contact your Recruiter or Human Resources Business Partner.

Step 1: Manager and Position Management Unit:

Finding Your Vacant, Available and Funded Positions

Tasks:

- Review/update position description
- Confirm the position you're recruiting for exists and is budgeted
- If not confirm work with your Human Resource Business Partner for position creation

Step 2: Manager and HR Contact:

Pre-recruitment Planning Process

Tasks:

- Prepare recruitment documents
- Position description
- Select or develop your desired attributes (Include these in your Scoring Method Applicant Screening Form, which you'll submit with your requisition)
- Complete the Scoring Method Applicant Screening Form
- Develop pre-screening supplemental questions, if applicable
- Complete recruitment planner dates and checklist
- If you have not taken the **Candidate Preference in Employment Workday** training within the last 12 months, please do so

Step 3: Manager:

Creating a Requisition in Workday

Tasks:

- Upload required documents
 - Position description
 - Scoring Method Applicant Screening Form** (five to seven desired attributes)
 - Recruitment Planner (this document, with estimated times entered)
 - Additional pertinent documents

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- Upload recommended documents
 - Scoring Method Interview form(s) with questions and interview panel members
 - Pre-Screening Supplemental Questions Document (recommend three)

Your recruiter will schedule a pre-recruitment meeting within five business days of submitting the requisition.

- Schedule interview blocks for panel members

Step 4: Manager and Recruiter:

Job Announcement Draft and Approval

During this step, the recruiter will draft the job announcement **within two days**. They will email the manager to let them know when the job posting is available for their review and approval.

Tasks:

- Review job announcement and send approval to recruiter

Recruiter posts position: 50 days starts here

Step 5: Manager:

Recruitment Posting Open Period

Time requirement (7+ days): ____ days (Check CBA for Additional Requirements)

During the posting open period, the hiring manager will finalize interview questions and confirm the list of panel members.

Tasks:

- Finalize interview questions and interview panel

Step 6: Recruiter and Manager:

Candidate Screening

Recruiter tasks: ____ days

Recommended time for manager tasks: ____ days **Recruiter: Prescreen for minimum qualifications**

Tasks:

- Add additional days for your own tasks in this step in the table at the end of this document
- Score applications using Scoring Method Applicant Screening Form
- Upload completed Scoring Method Applicant Screening Form
- Send message through Workday to candidates who will move forward
- Move successful candidates forward to next stage in Workday
- Decline unsuccessful candidates in Workday

Step 7: Manager:

Applicant Interview and Selection Process

Recommended time: ____ days

Tasks:

Phone/Video screen (optional)

Follow the checklist items below for each interview stage

- Schedule interview dates with candidates
- Notify interview team of dates
- Email interview panel the application materials for each candidate
- Interview applicant(s) and debrief with panel to determine consensus on candidate(s) score

First interview

Follow the checklist items below for each interview stage

- Schedule interview dates with candidates
- Notify interview team of dates
- Email interview panel the application materials for each candidate
- Interview applicant(s) and debrief with panel to determine candidate(s) consensus score

Second interview (optional)

Follow the checklist items below for each interview stage

- Schedule interview dates with candidates
- Notify interview team of dates
- Email interview panel the application materials for each candidate
- Interview applicant(s) and debrief with panel to determine candidate(s) consensus score

Step 8: Manager:

Post Interview Process

Recommended time: ____ days

Tasks:

- Add panel member consensus scores to the Scoring Method Interview Form
- Upload the following documents to the Recruitment e-file in Workday
 - All assessment documents
 - All interview documents (notes, individual panelist scoring, etc)
 - Interview panel member agreements
- Move successful candidates forward to next stage in Workday
- Disposition unsuccessful candidates in Workday

Step 9: Manager:

Pre-Employment Activities

Recommended time for manager tasks: ____ day(s)

Human Resources tasks: ____ days
(HRBP, Recruiter, Comp Partner)

Tasks:

- Let your recruiter know which candidate is moving forward
- Start Reference Check Process

During this period, the following tasks happen at the same time: Pay Equity Analysis, Criminal Records Check, and the HR reference check for state employees. We estimate completing these tasks will take five business days.

- HR reference check for state employees
- Criminal Record Check - Wait for confirmation from recruiter
 - Factors that may cause this process to take longer than five days:
 - Out-of-state fingerprints
 - OSP Criminal Justice Information System (CJIS) clearance results
 - OSP Federal Tax Information (FTI) clearance results
- Pay Equity - Wait for confirmation from recruiter or comp partner

Step 10: Recruitment/Compensation Partner/Manager:

Offer Stage

Recommended time: ____ days

Tasks:

- Recruiter/compensation partner will send hiring manager outlining the position and pay details
- Extend offer to candidate by phone or in person
 - Recruiter drafts offer letter with content from comp partner and manager
 - Recruiter will schedule a brief 10-15 minute meeting to complete the offer process
- Submit offer letter to candidate in Workday
- Notify the candidate of their tasks to complete in Workday
- Move candidate to "Ready for Hire" in Workday
- Upload Recruitment Planner (with step completion dates entered) to recruitment E-file

<input type="checkbox"/> Step 1: Manager and PMU: Finding your Vacant, Available and Funded Positions for the checklist <input type="checkbox"/> Step 2: Manager and HR Contact: Pre-recruitment Planning <input type="checkbox"/> Step 3: Manager: Creating a Requisition in Workday <input type="checkbox"/> Step 4: Manager and Recruiter: Job Announcement Draft and Approval		
50 days starts here	Total Planned Days = ____	Actual Days to Complete = ____
<input type="checkbox"/> Step 5: Manager: Recruitment Posting Open Period		
<input type="checkbox"/> Step 6: Recruiter and Manager: Candidate Screening		
<input type="checkbox"/> Step 7: Manager: Applicant Interview and Selection Process		
<input type="checkbox"/> Step 8: Manager: Post Interview Process		
<input type="checkbox"/> Step 9: Manager: Pre-Employment Activities		
<input type="checkbox"/> Step 10: Recruitment/Comp Partner/Manager: Offer Stage		