



Talent Acquisition Checklist: Posting a Job Opening

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