



## 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's name 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>		