



## Talent Acquisition Checklist: Posting a Job Opening

What you'll need	What you'll do	What else?
<ul style="list-style-type: none"> <li>___ Job description</li> <li>___ Position number</li> <li>___ Department number</li> <li>___ Job code</li> <li>___ Recruiter name</li> <li>___ Hiring team members</li> <li>___ Budgeted dollars</li> <li>___ Location</li> <li>___ Special responsibilities or qualifications</li> <li>___ Name of prior incumbent if relevant</li> <li>___ Justification statement</li> </ul>	<ul style="list-style-type: none"> <li>___ Schedule an intake meeting with your Recruiter to confirm your shared hiring approach</li> <li>___ When ready log into One USG Connect</li> <li>___ Select Manager Self Service and on the Create Job Opening tile</li> <li>___ Complete the pages for Job Detail Questionnaire, Job Posting, Required Attachments, and Hiring Team.</li> <li>___ Make sure you correctly enter the job incumbent with care to.</li> <li>___ Select Save and Submit</li> </ul>	<ul style="list-style-type: none"> <li>___ If special duties are required prior to the posting work with your Business Partner and</li> <li>___ Consider what additional posting sites you might tap to publicize the job</li> <li>___ Once opening is approved, share resulting link with prospective candidates and referral sources</li> <li>___ Start screening candidates and update status as you proceed</li> </ul>
<p>Notes:</p>		