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| Why use this form: | The information on this form is needed to accurately post and screen all recruitments. In addition, this information will need to be saved to fulfil records retention policies.  |
| When to complete this form: | Parts of this form are needed to open the position in TREMS. Other parts are to be completed before the search and screen committee reviews any applications.  |
| Contact with questions: | CALS HR – assigned HR team |
| Submit completed form to: | CALS HR – assigned HR team |

**POSITION INFORMATION**

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| --- | --- |
| Hiring Unit: UDDS | Department Name |
| Hiring Administrator | Hiring Admin contact info |
| Position Title | CHRIS Position Vacancy ID/PVL # |
| Desired anticipated Start Date of the new hire |

**HOW TO APPLY INSTRUCTIONS**

What instructions would you like included in “How to Apply”?

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What materials will you require from applicants?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Resume  |  | Cover Letter |  | Job History |  | Other (e.g. licensure, writing sample, etc):  |  |

**HIRING SUPERVISOR/MANAGER**

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| --- | --- |
| Hiring supervisor/manager responsible for primary screening and secondary screening/interview process: |  |
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| Please list all who will be part of team that will screen/assess all applications and decide who will be interviewed:  |
|  |
|  |
| Please list all who will be part of interview team; if different rounds of interviews (e.g. phone interview, 1st round in-person, 2nd round in-person, etc), list who will participate in each round.  |
|  |

**PRIMARY SCREEN PHASE – i.e. Minimum Requirements (required)**

*(Please attach additional documentation if necessary)*

What are the non-discriminatory minimum requirements for this position? Please include how this is related to the Position Description (i.e. which goal, KSA, or stated requirement).

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How will you screen to ensure that candidates meet minimum requirements? (e.g. application review, interview, etc)

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**SECONDARY SCREEN (if necessary)**

*(Please attach additional documentation if necessary)*

If the number of applicants warrants, what non-discriminatory job related criteria are preferred and will be utilized in the secondary screen? Please include how these are related to the Position Description (i.e. which goal, KSA, or stated requirement).

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Please explain the method used for the secondary screen process (e.g. application review, interview, etc)

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**INTERVIEW (required)**

*(Please attach additional documentation if necessary)*

Please describe interview process, include number of rounds, interview format (phone interview, in-person, etc), etc.

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What non-discriminatory job related criteria (were/will be) utilized in the interview? To explain this, you may simply attach a list of the interview questions for each round of interviews.

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