



Talent Acquisition Checklist: Posting a Job Opening

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