**INITIAL Job Recruitment Strategy Meeting Worksheet- DATE: (HR Consultant Use)**

* **EXAM PLAN #:**
* **JOB TITLE:**
* **DEPARTMENT/DIVISION:**
* **HIRING MANAGER:**
* **JOB SPECIAL NOTES (REMAIN OPEN/CLOSED ETC.):**
* **WHO ARE WE HIRING? DESCRIBE:**
* **WHERE TO LOOK FOR? ADVERTISING:**
* **UNDERSTANDING OF FTE IS APPLICABLE:**
* **UNDERSTANDING OF HIRING PROCESS AND NEEDED APPROVALS BEFORE OFFERING JOB:**
* **UNDERSTANDING OF NEOGOV DOCS LOADING AND ARCHIVING REQUIREMENTS (INCLUSIVE OF REFERENCE CHECKS):**
* **UNDERSTANDING OF INTERNAL POSTING, PROMOTIONAL JOBS AND REQUIREMENT IF HAVING INTERNAL CANDIDATES:**
* **UNDERSTANDING OF CONTACTING VP OF HR IN THE CASE OF CONFLICTS IN JOB HIRING PROCESS (IN ABSENCE OF AN ASSIGNED MANAGER IN HR):**
* **TARGET HIRE DATE (WHEN TO START):**
* **INTERVIEW COMMITTEE:**
* **INTERVIEW COMMITTEE CONFIDENTIAL AGREEMENTS:**
* **INTERVIEW DATES:**
* **2nd INTERVIEW DATES (IF APPLICABLE):**
* **SPECIAL HIRING INTERVIEW (VP OR ASSESSMENT/SKILLS TEST):**
* **WILL HIRING MANAGER NEED NEOGOV ASSISTANCE/TRAINING:**
* **UNDERSTANDING OF STEPS UPON SELECTING FINALIST (REFERNCE CHECKS, BACKGROUND, APPROVALS, OFFER, ONBOARDING ETC.):**
* **NOTES:**