



STATE OF VERMONT - DHR RECRUITMENT STRATEGY MEETING

Overview

Your Talent Acquisition representative will review critical strategies on how to attract, source and hire the right candidate. They will also set up milestones to reconnect with them to evaluate candidate pool and hiring status, etc. To make the most of your strategy call with your TA rep, you can review the areas of discussion below prior to your call. Don't feel you have to complete all these areas as it needs to be an exchange of ideas between you and Talent Acquisition.

Confirm Position Details

Position Title	
Hiring Manager	
Dept. ID	
Location(s)	
Hours (Flex, Virtual?)	
If more than one vacancy is being filled, does the position number have multiple headcount OR do all the positions have the same job code, DEPT ID, Location, hours, etc.? Positions must have identical details to be submitted on the same job opening.	

Job Requirements/Description

Overview	
Job Description	
Minimum Qualifications	
Preferred Qualifications	
Screening Questions for applications	
Key Competencies	
General Questions	
Behavioral Questions	
Strength Based Questions	



Interview/Hiring Plan

Establish Diverse Interview Team:	
Block Interview Dates:	
Schedule call to review submitted (routed) candidates (TA, Manager and Field if internal applications)	
Schedule call to review interviewed and evaluated candidates to decide on finalist(s)	
Targeted Reference Check Date:	
Targeted Offer Date:	

Advertising/Outreach

- The minimum posting period is 10 business days. Is more time needed?
- Most job openings are posted as open-competitive and available to all internal and external applicants. Are there any restrictions that should be applied to this opening, such as Department only or State Promotional only?
NOTE: Current temporary and exempt employees are not eligible to apply to restricted openings. To consider non-classified employees, job openings must be posted externally.
- We will advertise your job on the DHR Career Site and JobsinVT.com, Social Media Channels (DHR Facebook, DHR Twitter, SoV LinkedIn page). Where else would you like to be?
 - Coordinated ad program (Burlington Free Press, Rutland Herald/Times Argus, SevenDays) + Online posting on USA Today Job Network
 - Online posting on USA Today Job Network without buying coordinated print ad
 - Industry website jobs section or Career group sites listservs
 - Featured Social Media Posts (would be additional to the one scheduled posting through automated social media tool) and managers could add more content (job specific visuals, videos and hiring manager added custom content)

Sourcing - Internal

1. Is there anyone internally that can step into this job today?
2. Is there anyone who is high potential who could be trained up in 3-6 months? (can we loop in Field HR?)



Sourcing - External

1. Do you have professional networks you can share this job to? (if no, go to question 4)
2. Can we advertise with these networks?
3. Is there somebody in your networks you may know of outside the SoV who may be doing a similar role and could be interested? Or maybe know someone interested?
4. If you don't have any defined professional networks – do you have any other strategies to source candidates?
5. How do you communicate with people in your job field for education, work opportunities, socializing, etc.? (Symposiums, conferences, group listservs, etc.)
6. Will you share to your social media networks? (LinkedIn, Facebook, Twitter, etc.)
7. Are you following State of VT on LinkedIn, Facebook and Twitter? (you can share the jobs from there!)

Talent Pipeline

1. Is there someone you have interviewed in the past who wasn't selected but you would have hired were it not for a better candidate who you can reconnect with?
2. Do you have a resume of someone you feel has all the right qualifications and experiences we can use as a sourcing template?

Workforce Planning Questions (if time permits)

1. Could an internship be potentially appropriate to build a future pipeline?
2. Would you consider working with Creative Workforce Solutions to see if they have a candidate with a disability that could meet the qualifications or be willing to explore progressive employment options (informational interviews, work experiences, internships, etc.) for now or future needs?