VERMONT
DEPARTMENT OF HUMAN RESOURCES

PRE-RECRUITMENT PLANNING (PRP) WORKSHEET

Date: _____ Position Title: _____

Position #: _____ Recruiter: _____

Hiring Manager: _____ HR Administrator: _____

Position Details

Purpose: VTHR is an interconnected system and the Recruitment module pulls key position details from the Position Management module. Errors and delays result when the position details are not verified and accurate before recruitment proceeds.

Validate that the following details are correct.

- ☐ DEPT ID
- ☐ Location
- ☐ Standard Hours
- ☐ Pay grade
- ☐ Limited Service (end date: _____)

If more than one vacancy is being filled, does the position number have multiple headcount OR do all of 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.

Requirements

Purpose: The screening process for online applications is based on the minimum and preferred qualifications stated in the class specifications. Screening questions are added to each job opening before it is posted. Changes to the requirements generally result in the need to cancel recruitment and start over.

Review the job specifications.

- ☐ Does the **description** still fit the role and expectations for the position?
- ☐ Are the **minimum qualifications** (MQs) and preferred qualifications valid and consistent with the intended applicant pool?
  - NOTE: HR now requires that MQs are presented as statements that can be answered in a "yes" or "no" format. MQs that do not fit this format must be updated before recruitment can proceed.
- ☐ Would it be helpful to identify additional **preferred qualifications** to use in the screening process? There are several options for applying preferred qualifications to screening, but they must be setup before the job opening is posted. This is worth a discussion with HR.

Outreach

Purpose: Begin with an understanding of the intended applicant pool and what it will take to generate awareness of this opportunity among that group of candidates.

Define the posting parameters.

- ☐ 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.

Determine any additional advertising that is needed to reach the target audience. Use the Advertising Worksheet posted on the DHR website.