

RECRUITMENT CHECKLIST

This document outlines the strategic recruitment levers being pulled by Talent Recruitment.

1. ☐ Active Applicants

- ☐ Internal/External job posting
- ☐ External post to free job boards, and UMB job site scraping
 - ☐ The Chronicle (Includes Higher Education and philanthropy)
 - ☐ InsidehigherEd
 - ☐ Maryland Workforce Exchange
 - ☐ Mid-Atlantic HERC
 - ☐ Insight into Diversity
 - ☐ LinkedIn
 - ☐ College Central (MDCC Jobs)
 - ☐ Other:

2. ☐ Passive Applicants

- ☐ Sourced candidates from requisitions, job sites, and social media that have been reviewed and sent to HM for review.
 - ☐ Candidate pools from external job board sites
 - ☐ Re-engage Past Applicants
 - ☐ Search lists of past applicants from Taleo who have applied to like positions in the past
 - ☐ Candidates are emailed to share opportunity and request referrals
- ☐ Exploratory conversations with passive candidates to build pipeline via job boards or social media.
 - ☐ Direct messaging to qualified potential applicants by emailing and sharing a self-scheduling link to conduct an exploratory call. Targeted messaging also contains a direct contact if they wish to learn more information prior to applying.
 - ☐ Identified candidates by utilizing keywords and messaging to them directly
 - ☐ Identified additional groups to like and share opportunity
 - ☐ Join community groups and advertise roles.

3. ☐ Incentives

- ☐ Referral bonus
- ☐ Sign on bonus

4. ☐ **Paid Job Ads**

- ☐ Social media paid advertising.
 - -List:
- ☐ External niche job boards
 - -List:
- ☐ Campus newsletter
- ☐ Additional free external job boards
 - -List:

5. ☐ **Community/Campus Outreach**

- ☐ Targeting competitors from other universities
- ☐ Targeting schools/companies that have related training program.
 - -List:
- ☐ Community partnerships
 - -List:

6. ☐ **LinkedIn Projects**

7. ☐ **LinkedIn Promoted Job Slot posting.**

-Length of posting:

8. ☐ **Internet Sourcing**

- ☐ Google Boolean searches

9. ☐ **Recruitment Events**

- ☐ Career fairs
- ☐ Conferences
- ☐ Other:

10. ☐ **Third Party Vendor Search Agency**

-List: