



AMP JOB REQ QUESTIONNAIRE

This document has been prepared to assist you in completing the questionnaire that populates once a Job Req has been created for AMP Positions that are at the level of Coordinator, equivalent, and below.

The questionnaire only populates for Job Requisitions that have a reason of **“Post for Competitive Fill”** or **“Post Internally Only”**. The questionnaire will route to the HR Partners assigned to the Supervisory Organization where the Job Requisition was created.

Prior to creating the Job Requisition, it is important to review the appropriate checklist, job aid, questionnaire, and recruiting resources. This will help ensure a smooth process.

Below is a breakdown of the questions on the questionnaire

| Question Body: | Notes: |
|---|---|
| Please provide the name(s) of the Recruiting Partner(s) for this specific recruitment. | The RP will be responsible for advancing and declining candidates throughout the recruitment process. Typically, this person is an assistant to the hiring manager. |
| Please enter the minimum qualifications for the position as you want it displayed to the applicant. | <p>This is where you enter the qualifications, experience, and soft skills required for the job.</p> <p>Ex: Master’s degree and two years of experience advising students on curriculum.</p> <p>Higher Education experience preferred.</p> <p>Must have exceptional communication skills, etc.</p> |
| <p>Enter the salary range as it should be displayed to applicants. The range must be within the established range for the position in Workday.</p> <p>NOTE: Make sure to enter an hourly range for SP and non-exempt OPS.</p> | <p>This is where you enter the salary or hourly range you are able to pay for the position.</p> <p>Candidates will see this range when they are applying to the position</p> <p>Ex: You have budgeted a salary up to \$45k. This means you can enter a range of \$40k-\$45k..meaning you can offer the selected candidate any amount in that range.</p> |
| Provide the work days and hours for this position | <p>Enter the anticipated schedule for this position.</p> <p>Ex: Monday - Friday, 8-5. Evenings and weekends as needed.</p> |
| Would you like to place any outside advertising? | If you would like to advertise this recruitment on other websites/sources, please enter yes and then include the additional sources in your answer. |
| Is this position eligible for flex scheduling? Delete this? | <p>Enter Yes if the position has flexibility to work from home or a 40 hour week that is completed in less than 5 days.</p> <p>Ex: The hired employee may have the option to work 9 hours 4 days a week and then only 4 hours for the 5th day.</p> |
| Additional Notes/Comments for Recruiter | Please provide any additional information you would like for us to know. |