



SP/OPS/STUDENT 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 SP/OPS/Student recruitments.

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.

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.	This is where you enter the qualifications, experience, and soft skills required for the job. Ex: High school diploma or equivalent and two years or customer service experience required. Exception communication skills required.
Enter the salary range as it should be displayed to applicants. The range must be within the established range for the position in Workday. NOTE: Make sure to enter an hourly range for SP and non-exempt OPS.	This is where you enter the salary or hourly range you are able to pay for the position. Candidates will see this range when they are applying to the position 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.
Provide the work days and hours for this position	Enter the anticipated schedule for this position. Ex: Monday - Friday, 8-5. Evenings and weekends as needed.
Select the documents you would like to require for this position. Please note that candidates who do not attach all required documents may be disqualified from this position due to an incomplete application.	Resumes can now be attached for OPS and SP recruitments; however, we cannot require in the system for these recruitments. We can include instructions that denote whether or nor a resume or cover letter should be attached to the application. If the candidate does not attach the appropriate documents, they can be disqualified.
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.
Additional Notes/Comments for Recruiter	Please provide any additional information for us to know.