

## **Recruitment Services Request Form**

(Updated 02/2021)

When positions have been challenging to fill with the traditional civil service process, utilizing alternative strategic recruitment avenues is an option for hiring managers. The Recruitment Unit can assist you with attracting qualified candidates by creating a targeted recruitment plan for your hard to fill position. Programs that have a hard time gaining interest in their department specific exams can also benefit from working with the Recruitment Unit.

If you would like recruitment assistance, please complete this form. Once complete, please submit the form and a copy of the duty statement to <a href="mailto:RecruitmentDesk@dgs.ca.gov">RecruitmentDesk@dgs.ca.gov</a>.

## **Program Information**

Hiring Manager Name Work Email Address Work Phone Number

Division/Program/Unit

Employee Resource Liaison Name Classification and Pay Analyst Name

## **Recruitment Information**

Classification and Code Working Title

RPA Number Job Control (JC) Number Position Tenure

Reporting Location of Position Status of RPA

Reason for Recruitment Assistance Request:

No qualified candidates (Candidates didn't meet MQs, not list eligible, or possess desirable qualifications)

Candidates did not follow application instructions (i.e. did not include a SOQ)

Niche industry

Location issue

Limited individuals on the exam list

Other:

## **Recruitment Efforts**

Please provide us with some background information regarding the previous recruitment for this position. This valuable information will help the Recruitment Team with preparing for the strategy meeting and begin developing the recruitment plan to build a qualified applicant pool.

- 1. Is this a re-advertisement? Yes No, skip to question number 9
- 2. If this is a re-advertisement, how many times has the position been advertised on CalCareers?
- 3. From the previous advertisement(s), how many applicants did you receive?
- 4. From the previous advertisement, how many applicants met your screening criteria?

5.	How many applicants were interviewed from the previous post(s)?
6.	Did you extend an offer to a candidate?
7.	If the candidate did not onboard, why did they withdraw or reject the offer?
8.	From the previous advertisement, what skill set and/or experience was missing from the initial candidate pool?
9.	What specialized/desirable skills and/or experience should the ideal candidate have in order to be successful in the position?
10	l. Is there anything else you can tell us regarding current or past recruitments for this position that will help us develop the targeted recruitment strategy?
A	cknowledgment
	I acknowledge the below.
ca	utilizing recruitment services, I will provide the names of candidates interviewed and the name of the ndidate hired or offered the position. If a hire is not made for the recruitment, I will attend a follow up meeting th my recruiter to discuss the outcome.
Hir	ring Manager Signature Date
Ν	ext Steps
Thank you for taking the time to fill out and submit this form. You will receive a confirmation email from the Recruitment Manager letting you know who, from the Recruitment Unit, will be assisting you. Your assigned	

recruiter will contact you to schedule a strategy meeting to further discuss the position, your ideal candidate profile and potential sourcing avenues. Our goal is to ensure that you hire the best and brightest for your unit.