

Talent Acquisition Search Options

In an effort to attract the most talented and diverse candidates available, Human Resources has created a Talent Acquisition and Onboarding team to assist with searches. A brief overview of the tiered search options are offered below.

For Tier 4 Searches, please see document on Executive Search

	Tier 1- Recruitment Consultation	Tier 2- Mass Marketing/Outreach	Tier 3- Direct Outreach and Sourcing
Overview of Level	Best for: <ul style="list-style-type: none"> Basic search Internal candidates Strong candidate pipelines 	Best for: <ul style="list-style-type: none"> Strong candidate pipeline but need help with advertising plan or diversity efforts 	Best for: <ul style="list-style-type: none"> Key position (significant impact to operations without this person) No candidate pipeline Need help finding qualified candidates Difficult to fill jobs
First steps	Recruitment Consultation Meeting	Recruitment Consultation Meeting	Recruitment Consultation Meeting
What is to be discussed in the consultation in regards to timeline	<ul style="list-style-type: none"> Discuss timeline best practices Any other questions/needs for the search team. 	<ul style="list-style-type: none"> Discuss timeline best practices Where to do outreach/advertising 	<ul style="list-style-type: none"> Establish timeline best practices
Responsibility of Department/ Hiring Manager	<ul style="list-style-type: none"> Full responsibility of running the search 	<ul style="list-style-type: none"> Full responsibility of running the search 	<ul style="list-style-type: none"> Department Admin/HR Support in scheduling/ candidate logistics
What will the Talent Acquisition do pre-launch	Recruiting Plan <ul style="list-style-type: none"> Recommend advertising options Enhance Diversity options Post in LinkedIn groups Assist with Customizable Recruiting Template 	Recruiting Plan <ul style="list-style-type: none"> Recommend advertising options Enhance Diversity Email blasts to listservs Post in LinkedIn groups Mass communications Assist with Customizable Recruiting Template 	Recruiting Plan <ul style="list-style-type: none"> Recommend advertising options Enhance Diversity Email blasts to listservs Post in LinkedIn groups Mass communications Complete Customizable Recruiting Template
Sourcing/ Outreach Plan	N/A	<ul style="list-style-type: none"> Post on LinkedIn Job Slot (if available) Post in VT Homepage LinkedIn article Create bulk email for large group of contacts 	<ul style="list-style-type: none"> Contact at least 50 qualified people and/or deliver at least 5 qualified applicants Post on LinkedIn Job Slot

		<ul style="list-style-type: none"> • Boolean Search string and mass message 	<ul style="list-style-type: none"> • Post in VT Homepage LinkedIn article • Create bulk email for large group of contacts • Boolean Search string and mass message
Screening Assistance	N/A		<p>Recommend short list (if requested)</p> <ul style="list-style-type: none"> • Send out questionnaire for each non- sourced candidates. • Rank candidates(minimally qual/not qual) Serve as an ex-officio if requested. • Attend Search Committee Meetings
Offer Negotiation/ Post Offer			<ul style="list-style-type: none"> • Can be liaison for offer and recruitment bonus if requested