

Recruiter		Position Title	
Req #		Hiring Manager	
Job Launch Date		Phone Number	
**Required: How to name this Job Launch document when saving: “Position Title - Position Detail - Req # - Hiring Manager initials” (i.e. “CRA – Oncology - 5473 – JP” or “Study Director - BioA - 7795 – KG”)			

Job Launch

Job Requisition Questions	Manager’s Answers
<p>Why is this position open?</p> <ul style="list-style-type: none"> • If it is a replacement position, what happened to the person who was previously filling this role? • If the position is an addition, what is the basis around the creation of the new position? <p>Is this job currently approved as internal only or internal and external?</p>	
Department Information	
<p>Tell me about your department and it’s role within the company. (Give a brief overview of the department, in order for me to accurately explain the environment to the candidate)</p>	
<p>What is the size, structure and culture of your department?</p>	
Describe Position	
<p>In general terms, explain what the position is. What does a _____ do?</p> <p>What are the 2-3 things this person does on a regular basis?</p>	

Position Specifics	
<p>Location/ Hours</p> <ul style="list-style-type: none"> • Does this person need to be based out of a specific location or are there alternate sites to which this person can work (home based?) • Does this job allow for a flexible schedule? If yes, what do the hours look like? <p>Salary/ Grade</p> <ul style="list-style-type: none"> • What is the average salary for this type of position? • What kind of compensation (Base, Base + incentive/commission)? Reasonable first year income? • Will you be upgrading/downgrading the position depending upon candidate? <p>Are you willing to sponsor work authorization for this position ?</p> <p>Are you willing to relocate this person?</p> <p>Who will this position report to? Are there any indirect reporting relationships?</p> <p>Management Responsibilities</p> <ul style="list-style-type: none"> • Will this person be managing anyone? If so, how many? • Will there be any indirect reports? <p>Who are the individual customers (internal/external)? Will this person have any external customer contact?</p> <p>Will travel be required (Where? How often? Day trips or Overnight? Local, Regional, National or International?)</p> <p>What are the selling points of this position? How would I sell this position to a candidate?</p> <p>What is the Career Path for this position?</p>	

Eligibility – Basic Qualifications (Review Position Description)	
<p>What are the basic/minimum qualifications to perform this position satisfactorily on their first day on the job.</p> <ul style="list-style-type: none"> • Specific number of years of experience needed? • Specific education? • Specific certifications/ license? • Presentation skills? • Computer skills (specific software/hardware)? • Therapeutic areas? • Other? 	
Desired Characteristics	
<p>What desired characteristics are you looking for (“wish to have”)?</p>	
Performance Objectives	
<p>What are the performance expectations for this person within</p> <ul style="list-style-type: none"> • The first 6 months? • The first year? <p>If you could think of your most successful employee in this role (past or present), what made them successful?</p>	

Sourcing	
<p>What are the key words to look for when reviewing resumes?</p> <p>Position Titles – What type of positions will candidates have held in the past to make them successful in this role?</p> <p>Previous Companies – Are there specific companies that should be targeted for related job experience?</p> <p>Professional Organizations – What professional organizations can we target in order to identify candidates with the skill set we are looking for?</p> <p>Alternate sources for search – Do you have suggested places to search (niche job boards, conferences, journals, etc.)?</p>	
Interview Logistics	
<p>Who would you like on your interview panel?</p> <p>How many rounds of interviews?</p> <p>Identify any additional screening questions</p>	
Security Logistics	
<p>Will this person have badge access to animal areas? If so, frequency – (daily, weekly other)</p> <p>If applicable, how often will candidate have access to animals/animal samples? (Daily, weekly, other)</p> <p>Recruiter clarify if this position will need AST review, if so, share process steps (Toxicology Operations process steps)</p>	
Setting Expectations	
<p>Hiring Manager toolkit: http://portal.prin.covance.com/intranet/RTS/Hiring%20Mgr%20Res%20Center/HMRCiindex.html</p>	

Setting Expectations

SLA Expectations

Metric	CRP	Labs NA	Clin Pharm NA	LSDS Americas	CCLS Americas	CCLS EU	Periapproval Services	CMA	CORP
Days to Fill									
Grades 101-108	30	45	45	37	50	45	37	30	50
Grades 109-114	50	60	60	75	60	90	50	60	60
Grades 115+	120	120	120	75	120	120	90	90	90

Task	Time Frame (in Days/Weeks)	
Collections of resumes Interviews Final decision and offer extended Offer acceptance and candidate conversion Target Start date		
Barriers	Recruiter	Hiring manager
Dates Out of Office (meetings, vacation, etc.) Workday Considerations (i.e. no meetings before 9am) Other (Specify) _____		
Interaction and Communication		
We will check in with each other: _____ (e.g., once per week, more than once per week, once per month) Our preferred method of contact during check-in times is: _____ (e.g., email, phone, in-person) The person to contact in recruiter's absence is: _____ (name, phone, email) The person to contact in manager's absence is: _____ (name, phone, email)		
Preferences		

<p>The hiring manager is open to using temporary or contract employees to fill the position: (Yes or No)</p> <p>The hiring manager's ranked preference for filling the position is (rank 1-2):</p> <ul style="list-style-type: none"> • Quality of Hire (finding the right candidate) _____ • Cycle Time (filling the position quickly) _____ 	
Responsibilities	
<p>Candidate Screening _____</p> <p>Setting up interviews _____</p> <p>Declining candidates _____</p> <p>Answering candidate inquiries _____</p> <p>Selling the offer _____</p>	
Recruiter Actions – What you can expect from me	
<ol style="list-style-type: none"> 1. Ensure hiring managers fully understand the timeline for filling the position 2. Provide hiring managers with realistic expectations of candidate quality through labor market analysis (Recruiter to collaborate with Talent Acquisition Specialist) 3. Build passive candidate pipelines 4. Create clear and compelling job postings 5. Update hiring managers on the size and quality of applicant pool and calibrate job posting as necessary 6. Use job boards, newspapers and agencies in moderation 7. Respect the candidates time throughout the recruiting process 8. Keep the candidate engaged throughout the recruiting process 9. Provide additional information about the company before the new hire's start date 10. Partner with hiring managers to ensure effective onboarding 	Notes
Hiring Manager Actions – What I need from you	
<ol style="list-style-type: none"> 1. Provide prompt feedback to Recruiters on resumes 2. Provide feedback to Recruiter if job scope changes 3. Ensure Outlook calendar is up to date 4. Respect candidates time throughout the recruiting process – avoid cancellations, delays of interviews if at all possible 5. Own the interview day – responsible for interview panel (find replacements when needed), ensure candidate experience is positive 6. Keep the candidate engaged throughout the recruiting process 7. Provide additional information about the company throughout the recruiting process – sell the company and position 8. After accepted offer – keep new hire engaged with prompt communication – ensure effective onboarding 	Notes

