



GUIDE: Recruitment Resources, Job Requisition Process and Form

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PURPOSE: To outline the job requisition form to provide guidance on how to complete it accurately to ensure process, time, and cost efficiency for all participating entities and Sun Health.

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Section 1: Recruitment Resources

Sun Health utilizes multiple forms of recruitment channels to advertise open job positions:

1. **Indeed**

- a. Sun Health Company Page: <https://www.indeed.com/cmp/Sun-Health>



Get weekly updates, new jobs, and reviews

If applicants “**Follow**” Sun Health they will get weekly updates and notices about new jobs and reviews posted on the Sun Health company page.

- b. Sun Health Jobs Page Link: <https://www.indeed.com/cmp/Sun-Health/jobs>

2. **Sun Health Employee Portal:** <https://employees.sunhealth.org>

3. **Sun Health Employee Portal: Career Opportunities and Referral Bonus Page:** <https://employees.sunhealth.org/career-opportunities/>

*This is the central location where team members can reference the **Current Job Opportunities** poster which reflects positions are open and employee referral bonus eligible.

4. **Sun Health Employee Portal: Forms Page:** <https://employees.sunhealth.org/forms/>

5. **Sun Health Website: Careers Page:** <https://www.sunhealth.org/careers/>

*This is where all open external candidates can view open positions.

6. **Employee Break Rooms & Timeclocks:** Campus human resources representatives print and post the Current Job Opportunities poster in the employee break rooms. Some managers also print and post the poster next to timeclocks which are not located in break rooms.

7. **Social Media:**

- a. **Facebook:** @sunhealth / **Instagram:** sunhealthaz

Limited availability for Facebook ads can be used from the Sun Health page. Approval is need through the Human Resources Business Partner/Manager and Talent Acquisition Manager to use this resource.

- b. **Twitter:** @SunHealthAZ

- c. **TikTok:** sunhealthaz

8. **Other recommendations:** Other advertisement and recruitment options are available according to budgetary resources.

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Section 2: Job Requisition Process:

1. **Types of Job Requisition Requests:** There are 2 different types of job requisition requests (Internal Only and External). All open job requisitions requests must be posted for 3 days regardless of Internal Only or External status and all Job Requisitions require a completed Job Requisition Form (JRF).
 - a. **Internal Only:**
 - i. Internal only posts are requisitions that will only be available for internal candidates to apply. This is a cost-effective way (free) and should be used if there are potential internal candidates who have expressed interest or who have been identified for development through Talent Management Review (TMR). Internal only posts promote internal development from within the organization or provide a transfer opportunity to satisfy team member position preferences.
 - ii. Internal only requests are posted:
 1. On the **Current Job Opportunities** poster that is uploaded to the Employee Portal (Career Opportunities and Referral Bonus Page) <https://employees.sunhealth.org/career-opportunities/> and
 2. In employee break rooms at all Sun Health locations.
 - b. **External:**
 - i. External requisitions are all other requisitions where positions are open to internal or external candidates from outside the organization.
 - ii. External requests are posted:
 1. On the **Current Job Opportunities** poster that is uploaded to the Employee Portal (Career Opportunities and Referral Bonus Page) <https://employees.sunhealth.org/career-opportunities/>,
 2. In employee break rooms at all Sun Health locations,
 3. On Indeed Sun Health Company Jobs page <https://www.indeed.com/cmp/Sun-Health/jobs>, and
 4. Indeed links posted on the Sun Health website Careers page. <https://www.sunhealth.org/careers/>
2. **Job Requisition Process:**
 - a. The ***Job Requisition Form (JRF)** will need to be completed by the direct hiring manager with all required information according to the type of request (Internal only or External).
 - i. One form can be used for multiple openings if the openings are for the same job title.
 1. If positions for the same job title are available in both Independent Living and in other areas one form and Indeed post can be used, but both direct hiring managers need to be listed on the form as hiring managers.
 - ii. Internal only posting information is marked by an asterisk on the form. External requests require the entire form to be filled out (except the Multiple Open Positions Worksheet part of the form, unless appropriate).
 - b. Once the form is completed it needs to be emailed to Talent@sunhealth.org to verify the new hire pay range for the position and appropriate job description for accuracy. The Talent Acquisition team will work with you to ensure job descriptions are updated and to create job posting templates and resources to ease and streamline the request and job post process.
3. **Job Posting Schedule:** The job postings are completed twice a week when necessary, on Mondays and Thursday for updates to be released on Tuesdays and Fridays. Once requests have been sent to the Talent Acquisition Manager the expected service delivery time to activate the post is 1-2 business days if the Job Requisition Form (JRF) is complete, and the job description is up to date.
4. **Job Posting Meeting:** A 15-30 minute meeting will be required with the Talent Acquisition team once your JRF has been submitted to verify all information and needs.

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Section 3: Job Requisition Form Guide

Manager and Department Information: This section needs to be completed by the direct hiring manager prior to contact with their campus Human Resources representative.

Hiring Manager(s)/Applicant Recipient Name(s):** List all names for those who need to have access to review applications for the specific job post. Additional contacts can be added after the fact but will only receive emails with new applications once they have been added. To review prior submissions, they would need to logon to the Indeed platform. See the *GUIDE: Indeed Manager Access*** for additional guidance.

***Department Name and Cost Center #:** Please note the department name (for the Current Job Opportunities poster) and the department cost center number. Effective FY 2021 we will be tracking the cost for recruitment in each department as well as position, department & campus turnover rates.

Job Information: *This section is for single hires only. Multiple open position information can be entered in the **Multiple Open Positions Worksheet** for multiple positions with the same title.

***Open Position Job Title:** Please list the Kronos Job Title for the open position. This job title should match the job description. If there are any common names for the position outside of the Sun Health title, please include on this line with in (). Example: Kitchen Steward was commonly known as a (dishwasher). The purpose of noting this information is to support sourcing efforts and job post optimization candidate search efforts through Indeed and/or other recruitment channels.

***Posting Reason:**

Replacement: *Remember if you select this you also need to answer:
If replacement, list employee vacating role and date of separation: List the name of the team member vacating the position and date of separation from Sun Health.

New Position *Selecting New Position or will require Executive Director (ED) or Senior Leadership Team (SLT) signature.

Intern: *If you have a NEW Intern position ED/SLT signature will be required

How urgently is replacement needed?: This is the timeframe when the direct hiring manager plans to have the replacement hired.

- 1-3 days
- 4-7 days
- 1-2 weeks
- 3-4 weeks
- 5+ weeks

***How many positions are needed?:** Select the number of positions needed **1-10+**. *If this is a position that experiences frequent turnover, please select **Ongoing Need**. Proper selection of positions needed assists Indeed in driving candidates to

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view the open position and the determination of how many open Job Postings Sun Health has for reporting.

*Benefit Classification:

The benefit classification is listed on the Current Job Opportunities poster which is uploaded to the Employee Portal 1-2 times per week. For external job postings the applicable benefits according to classification will also be included on the Indeed job post and marked on the Sun Health Careers page of the website.

Full-Time (30+hours/week)

Regular Part-Time (24-29 hours/week)

No Benefit Part-Time (up to 24 hours/week),

P.R.N.

Seasonal/Temporary

*Shift information for open positions: **Days:** Enter days needed for shift.

Hours: Enter hours of shift.

Are any additional responsibilities required or likely for this position?

All

Nights

Weekends

Overtime

On Call

Holidays

Other

Is the job working remotely?:

No

Yes

Partial/Hybrid- This could be a role that can work a hybrid schedule on site as well as remote.

Temporarily-This selection is appropriate for current remote positions due to COVID-19 safety protocols.

*Job Recruitment:

*See explanation in Section 2:Job Requisition Process

Internal Only

External

*Budgeted Position:

Budgeted

Non-Budgeted: *Selecting Non-Budgeted will require ED/SLT signature to approve the position posting.

Additional advertising requested?

No

Yes *Selecting Yes will require ED/SLT signature for approval and recommendations for preferred advertising resources. It will also require the following question to be answered: **If yes, list advertising requested:** Include links to requested advertising and costs.

*Employee Referral Bonus eligible? No

Yes *Selecting Yes will require ED/SLT signature for approval.

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***New Hire Pay Range**

The direct hiring manager will enter the **new hire pay range** & if the pay is **hourly** or **annually**. **Other** is also available to include additional pay details. The Talent Acquisition team will verify the pay range is correct.

Multiple Open Positions Worksheet: This worksheet allows for multiple opens of the same job to be reported on the same form.

***Acknowledgements and Approvals**

1. The signatures required for each request will depend on who completed the JRF form.
 - a. If a department representative (example: staffing coordinator) completes the information, the Hiring Manager will need to review for accuracy and sign.
 - b. Appropriate signatures will be needed from executive directors or senior leadership team members if any questions requiring ED/SLT signature are marked accordingly (Posting Reason-New Position, New Intern, Budgeted Position-Non-budgeted, or Employee Referral Bonus eligible-Yes).
 - i. The Human Resources Business Partner or Manager assigned to the department may sign off on the Employee Referral Bonus eligible approval.

Once the form is complete, please send the completed form to Talent@sunhealth.org with multiple 15–30-minute options within 24 hours and preferred contact methods (in-person, phone, or Microsoft Teams) for the Talent Acquisition team to contact you to finalize the request.

The Talent Acquisition team representative will review and sign the form to verify it is complete and communicate with campus HR representatives and hiring managers that the job requisition has been approved and posted once the manager has met for the 15-30 minute meeting to finalize post details.

Section 3: RELATED RESOURCES: *Job Requisition Form; GUIDE: Indeed Manager Access*