

**Talent Acquisition Plan**

Agency:       Position:       Internal/External:

Budget for recruitment:       Agency recruitment account string number:

Fill out this plan document and submit to [hr@cityofmadison.com](mailto:hr@cityofmadison.com) with the subject line “Talent Acquisition Request.” The talent acquisition specialist will reach out to assist and answer any questions.

Job Posting Locations

Please check a box for desired posting location:

Standard: (Job Center, Handshake, Indeed, Agency Contacts, Affirmative Action List, Outreach partners)

Core partners:

Madison 365 - ($165)

Progress Center for Black Women - Free

Society for Human Resource Management (SHRM) – ($399)

Linkedin - Free (limited slots)

State job site

I would like the Talent Acquisition Specialist to identify additional posting locations based on my budget

Job related associations and organizations:

|  |
| --- |
| i.e., Capital City Hues, Wisconsin League of Municipalities, etc. |

Please check this box if you would like a City formatted email blast to send to known candidates.

Targeted Recruitment Process and Recruitment Events

I would like to access the Targeted Recruitment Process Database

Recruitment goals:

This position is currently under-represented for women or other marginalized genders

This position is currently under-represented for BIPOC employees

Optional added position titles:

|  |
| --- |
| Related positions |

Key skills we are recruiting for:

|  |
| --- |
| Key skills |

Potential applicant sources:

|  |
| --- |
| Specific school programs, etc. |

I would like to participate in a hiring event to increase applicants for the position. (Please check our [outreach event calendar](https://www.cityofmadison.com/employeenet/policies-procedures/supervisor-resources/hiring/outreach-event-calendar)) then email [jdayne@cityofmadison.com](mailto:jdayne@cityofmadison.com) to arrange for attendance at the events.

Social Media Template Language

If you would like your position posted on City Facebook and Twitter pages, please check a box below for sample campaign language, or create your own posting language under other.

“Check out this brand new position in (Agency)! It is responsible for (core responsibilities). We especially value diversity, equity, inclusion, and belonging. Black, Indigenous, people of color, women, Trans, nonbinary, and individuals with disabilities are encouraged to apply!

Do you want to work in an organization that serves your neighbors and fellow community members? Check out the (position) in the (agency) division/department!

We are looking for great people who want to make a real difference in their communities. Join the City of Madison and be part of a smart, innovative team looking to build a great city today and tomorrow. Apply!

The City offers benefits to hourly and seasonal employees, including paid sick leave and promotional opportunities! Apply now to the (position) in the (agency) division/department.

The City of Madison strives to provide a work environment where creativity is encouraged and valued. Express yourself and apply to the (position) in the (agency) division/department.

City employees enjoy stable, long‑term employment and have many opportunities for advancement. Build your career and apply to the (position) in the (agency) division/department.

Write your own:

|  |
| --- |
| Type text here |

OptionaL Unique Requests

If you have any unique requests that were not mentioned in the template and that are specific to the position, please mention below:

Unique Request:

|  |
| --- |
| Type text here |