



Job Requisition Toolkit for Writers





Overview

Guidance for Job Requisition Creators

This toolkit outlines the workflow of a job requisition creation and provides a basic set of resources, guides, and tools you should use to build an effective job requisition to find the right fit for the role you are looking to fill and to deliver maximum value to your organization. Before posting the job requisition on Taleo, be sure to follow these key steps below to deliver excellence in attracting top talent.

[Job Requisition Workflow -- Key Steps](#)

Depending on where you are in the job requisition creation workflow, these outlined steps may be helpful in guiding you in your process. Click on any step below.

1. Hold an Intake Meeting

This section includes simple resources and recommended questions you should use to guide the intake meeting with your team.

2. Analyze the External Job Market

This section introduces you to TalentNeuron and the helpful tools you should leverage in this program to understand the external job market for the role you are looking to fill.

3. Write an Effective Job Post

This section includes the best practices for writing an effective job post. Use this section for guidance when creating your job title and job description.

4. Get Started with Textio

This section introduces you to Textio Hire and provide you with a simple set of instructions for setting up your account in Textio.

5. Navigate **Textio's** Document Library

This section provides guidance on navigating Textio's document library which contains previously written job descriptions already in Textio to use as a starting point.

6. Run your Job Post through Textio

This section shows you how to 1) get a score of 90 or above on your job post and 2) how to attract a diverse applicant pool with a neutral tone.

7. Ready to post on Taleo?

This section provides the top resources to leverage when getting ready to post your job requisition on Taleo.



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Intake Meetings

Step 1: Intake Meetings

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Benefits of an Intake Meeting

You may think that simply giving the recruiting team the job description is enough, but there is a lot that goes into an efficient hiring process. Here are some of the ways an efficient intake meeting can help you in the long run:

1. The job description and requirements are clearly defined.
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What to Go Over During an Intake Meeting

Regardless of what role you have during an intake meeting (i.e.: whether you are the hiring manager, functional recruiting manager, or sourcing specialist, etc.) there are some preparations you can and should undergo before going into an intake meeting. To ensure a successful strategy build, it's important to go in with prepared questions and clear goals for the conversation. Here are some key topics we suggest covering to get the most out of an intake meeting:



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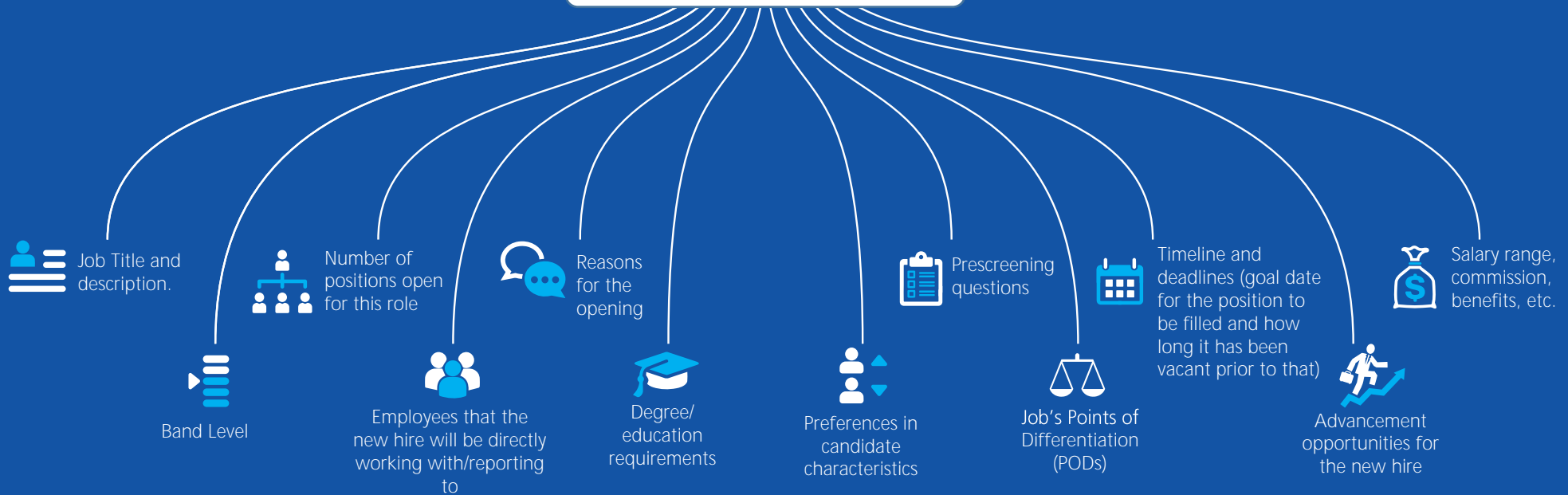
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Intake Call Form



By the end of the meeting, you should be able to answer these questions:

- What is the business talent need?
- Where can we find this talent today?
- Why would an applicant want this job at P&G vs. elsewhere?
- What skills ('must haves' vs. 'like to haves') will this person need to have to be successful in the role? These should become your prescreening questions.

- Must Haves → Requirements vs. Like to Haves → Assets
- What is the work they will be doing?
- What does the promotion path look like for this role?
- When does this position need to be filled by?
- Who is the main point of contact for the role?
 - Who is the person that has this need?
 - Who needs to be made aware of the status of this job? (ie: Hiring Manager)

Resources:



Link: Intake Call Form (For campus hires)



Link: On-Demand Intake Call Form (For experienced hires)



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Step 2: Job Market Analysis

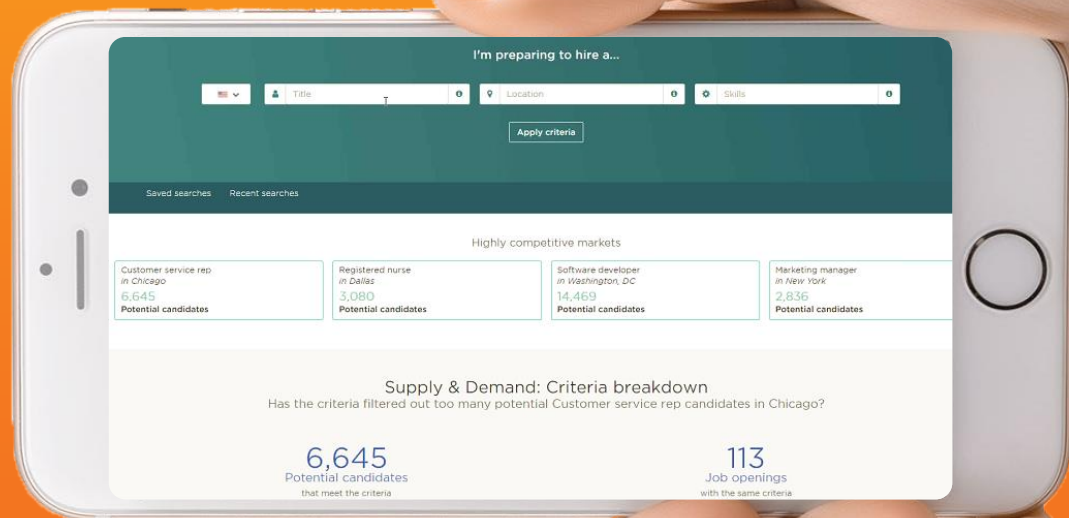
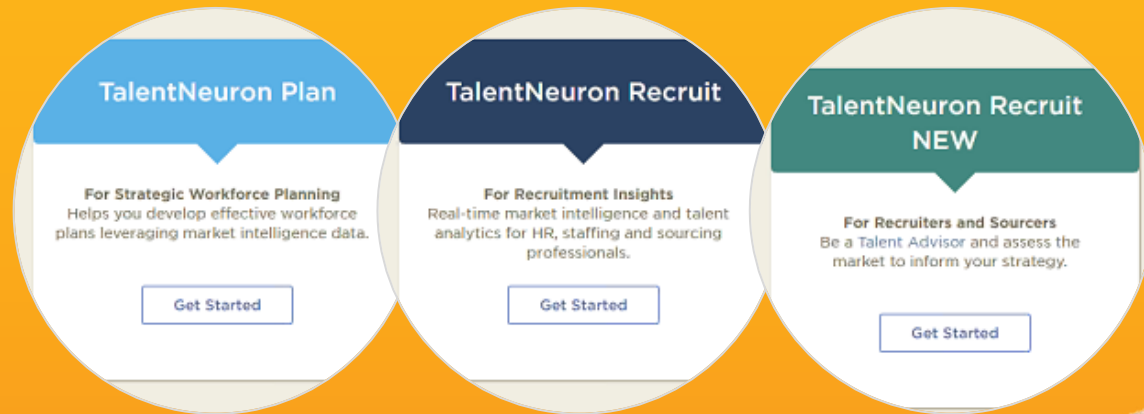
After an intake meeting, the purpose of a job market analysis is to understand the current job market for your role to help you define your sourcing strategies, guide your expectations when attracting top talent, and figure out the next steps in sourcing for a role. It is a good idea to present your key findings from your job market analysis to your team in an additional intake meeting to tie up loose ends, follow up on any additional questions that may have been raised, and create an action plan for next steps.

TalentNeuron Recruit

is designed to help HR use external labor market intelligence to make better recruiting and talent planning decisions. Provides real time market data that you can use to set your hiring expectations, make informed recruiting decisions, and reduce time to hire overall. TalentNeuron is constantly updating to show current supply and demand for a role.

Step 1

TalentNeuron Recruit NEW → Get Started.



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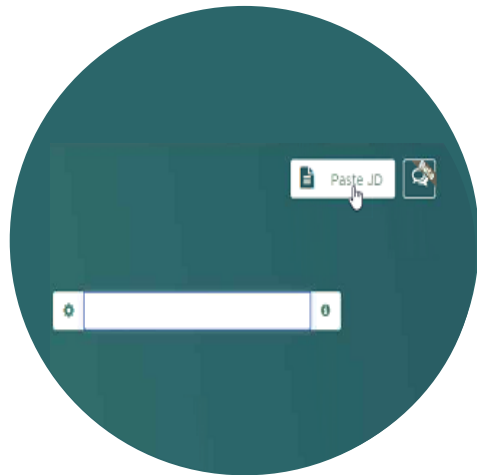
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Step 2:

- Option 1 = Do a simple search by typing in the Job Title, Location, and 1 or more Skills of the role Apply Criteria.
- Option 2 = Paste Job Description Function (Click “Paste JD”)



A Search Query will be created indicating:

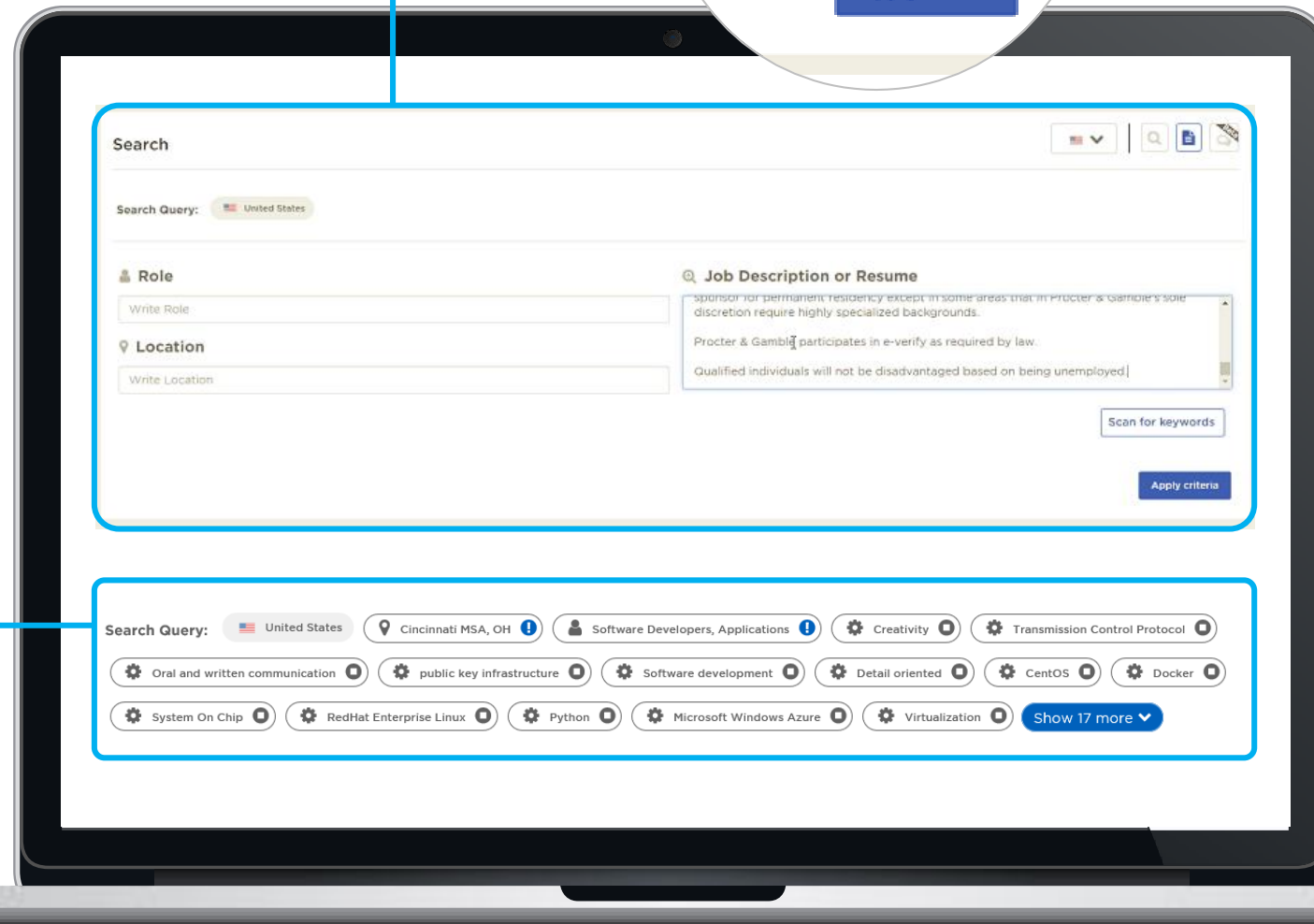
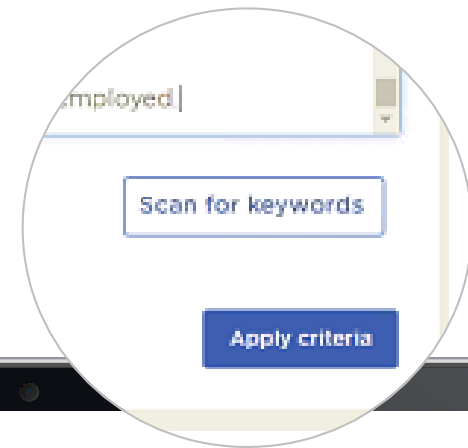
- Country: United States
- Pinned Location: Cincinnati MSA, OH
- Occupation: Software Developers, Applications (Internal Job Title: Senior Software Engineer)
 - TalentNeuron uses the occupation classification from the Bureau of Labor Statistics. This understands the occupation as a broad definition of the role or under an umbrella of similar roles that will help the program run searches based on the set of skills that we are looking for—not based on a specific job title, since these vary across organizations.

Copy and paste the job description into the “Job Description or Resume” field.

Click: Scan for keywords.

Add a Location.

Recommended: Metropolitan Area. Note: MSA = Metropolitan Statistical Area.



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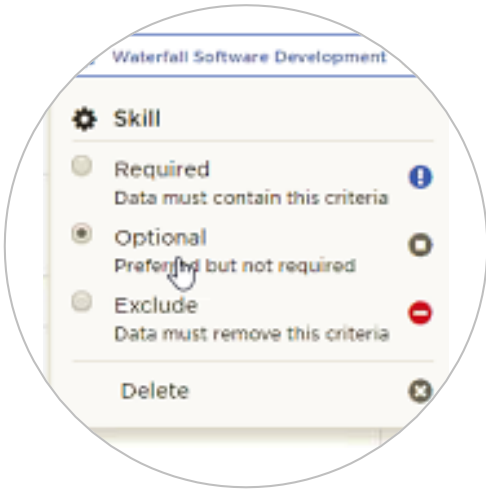
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- Skills found the job description: Creativity, Oral and written communication, Python; etc.
 - By default, these will be set as "optional." However, you can change these skills from optional to required.
 - Recommended: Keep required skills to 1 or 2.
- Click: Apply Criteria



Main Indicators for this position:

- Hiring difficulty
- Relative supply
- Supply – indicates estimates for the current talent pool
- Demand – indicates numbers of current job openings in the labor market
- Expected salary

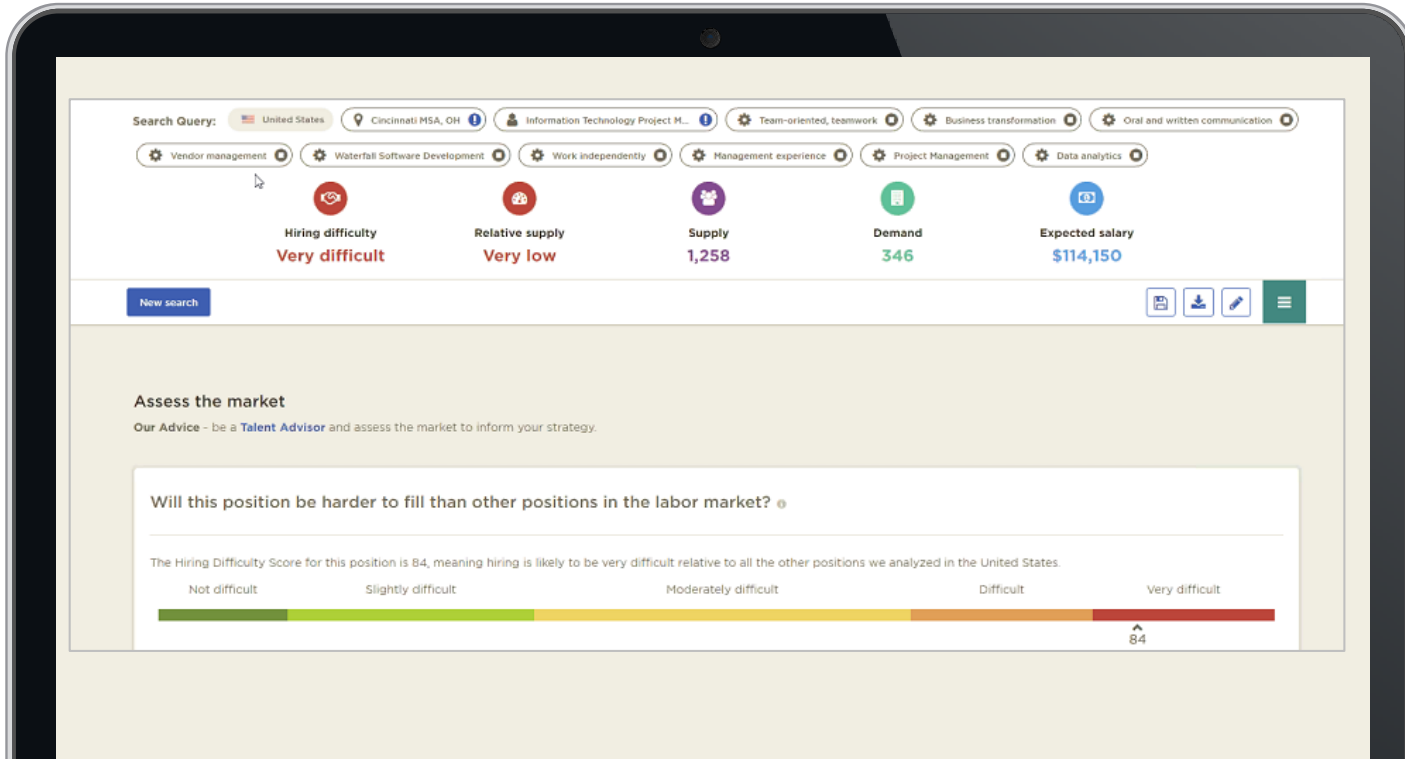
Recommendation:

To widen or narrow your search, change a skill from Required to Optional; or vice versa. Doing so will show you how a specific skill can impact your talent pool, demand, and/or expected salary.



You will be taken to two sections:

- Analyze: Provides labor market information that will be helpful to share with hiring managers. This toolkit focuses on this section.
- Source: Provides diversity data and gets you started in sourcing candidates.

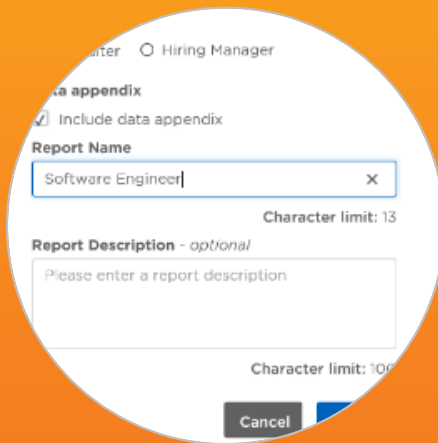


Four helpful tools:

1. **Save Button:** Save your search under a specific search name. Share your search by copying the URL, sending it to your colleague. If he/she is logged into TalentNeuron, he/she can then copy and paste the URL into their browser and view your search.



2. **Download Button:** To download the official report of your search, select these boxes, give the report a name, and click export to save the report as a PDF. (More information at end of this section)



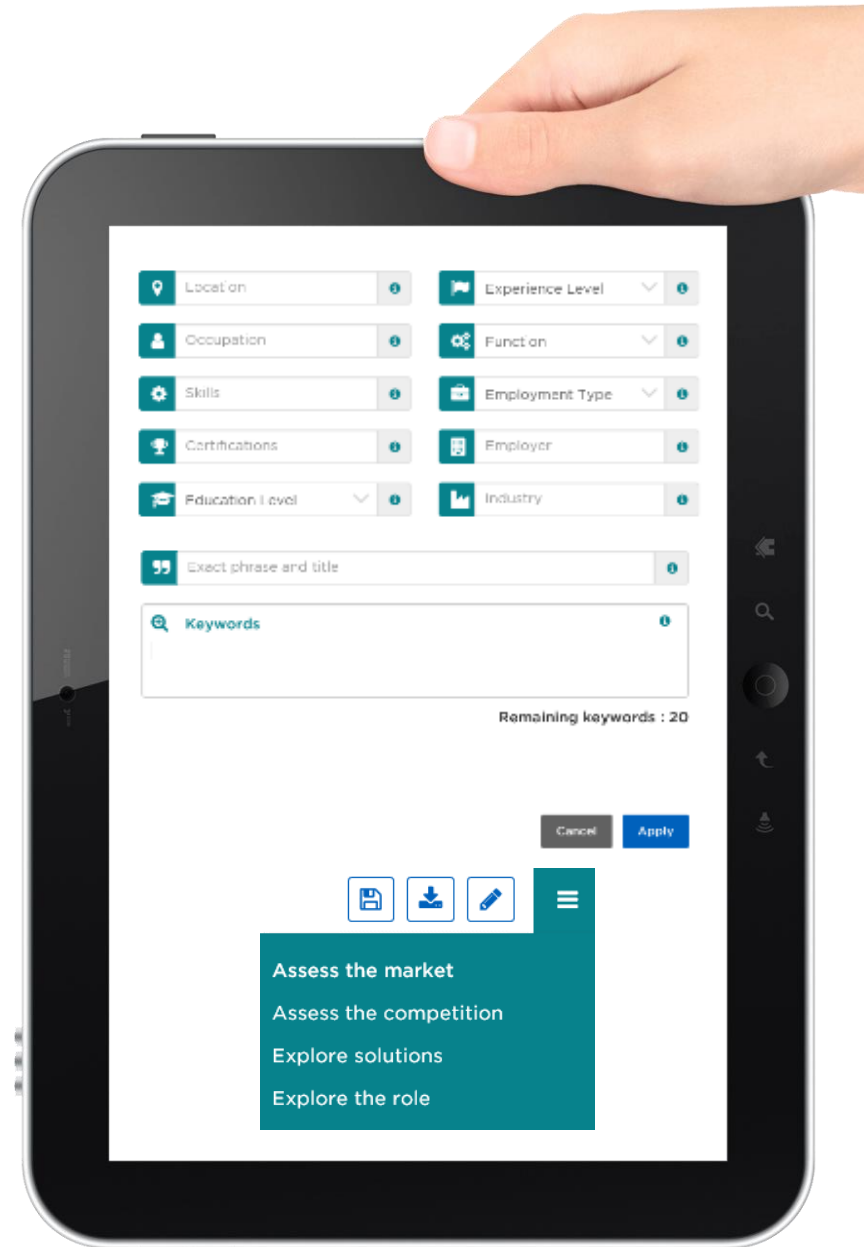
3. Pencil Button:

Change and/or add additional filters to your search, such as experience level, occupation, function, skills, certifications.

- Recommendation: Use the Keywords box to further specify your search, by using words such as AND, OR, NOT. Click: Add Keywords. Click: Apply.
- For example, this search will now narrow the scope to job descriptions with the term "guide and direct" in the job profile.
- Changing the keywords to say "guide OR direct" will potentially open up the search to more results.

4. **Last Button:** Shows the four main ways you can leverage TalentNeuron Analyze to:

- Assess the market;
- Assess the competition;
- Explore Solutions;
- Explore the role.



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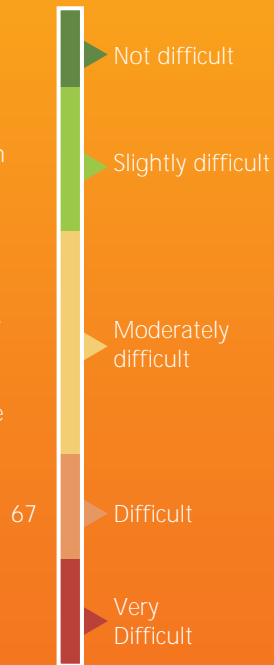
TalentNeuron Analyze

Assess the Market

Will this position be harder to fill than other positions in the labor market?

Use this tool to assess how easy or difficult it will be to fill this role on a scale of 1-100. This score is based on metrics such as the supply and demand ratio, salary, local employment rate, sources that our competitors are advertising on, and average posting period. Be sure to share this information with the hiring manager to set expectations for the difficulty of filling this role.

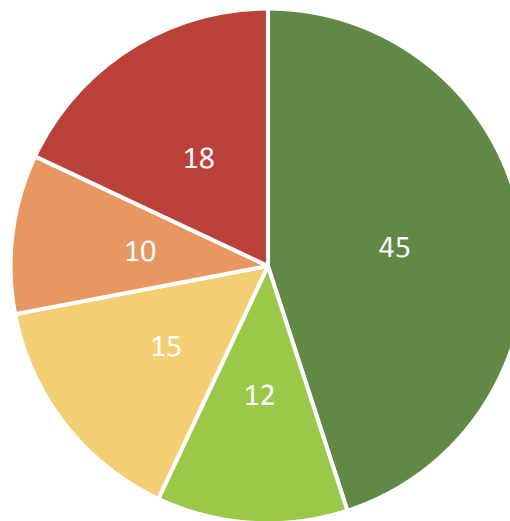
Will this position be harder to fill than other positions in the labor market? The hiring Difficulty score for this position is 67, meaning likely to be difficult relative to all the other position we analyzed in the United State.



Will this position be harder to fill than other positions at my organization?

Use this tool to compare the hiring difficulty of this role to other roles at our company, to set expectations for internal stakeholders, and to present recommendations to the hiring manager.

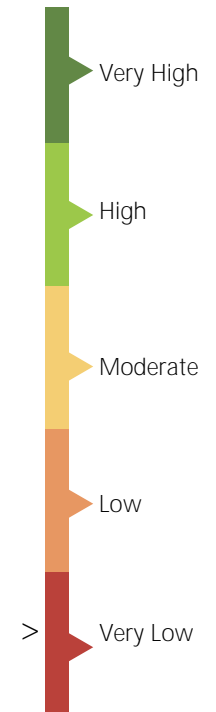
- Not difficult
- Slightly difficult
- Moderately difficult
- Difficult
- Very Difficult



What does candidate supply look like given the level of demand?

Use this tool to see the supply and demand of the role. In this example, given the supply and demand, the market favors the candidate.

What does candidate supply look like given the level of demand? Based on the job criteria you've provided we'd expect the candidate supply to be very low. Relative supply looks at supply and demand together and allows us to determine what the supply of candidates is given the number of open positions available



Suggestions of what to do when the market favors the candidate or when the market favors the hiring organization.

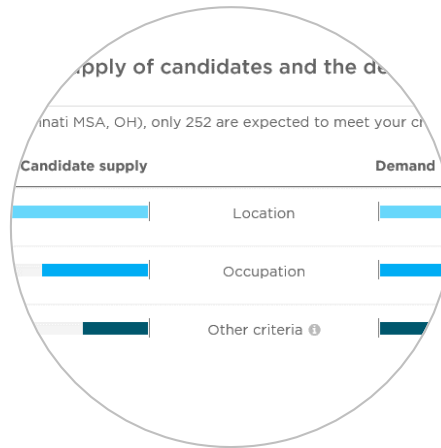
How should recruiters...

More: The market favors the candidate

If you currently have a heavy workload, you can manage your workload by letting a candidate feel the need to apply for this position.

Fewer: The market favors the hiring organization

Build a pipeline strategy
Assume from the beginning that you are competing offers
Put a premium on the candidate as well as others do as well
Anticipate potentially...



611 of those are similar job postings to a Senior Software Engineer, and 61 of those postings also match our criteria.

Would this applicant qualify?

Use this tool to help you understand and validate your query based on a fictional CV that TalentNeuron creates from your search criteria.

Would this applicant qualify?

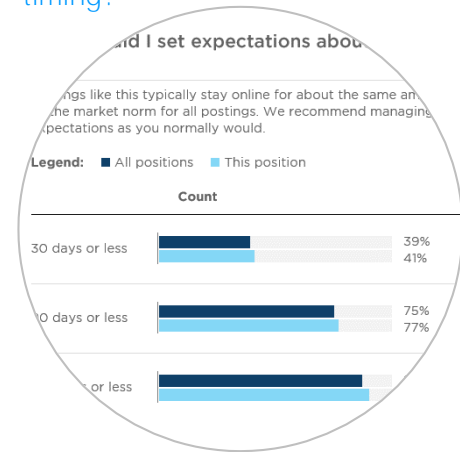
Based on your query, we'd expect applicants to look for a Senior Software Engineer. If you aren't who you are looking for, we should adjust the criteria to place to start is with the role.

Jane Doe
Software Engineer

- Education:** Bachelor's Degree
- Position Level:** Senior (8+ yrs)
- Past Employers:** Siemens, General Electric, Oracle
- Key Skills:** Java, JavaScript, Python, SQL
- Certifications:** Certified Scrum Master, PMP

If this fictional CV fits your expectations and/or is your ideal candidate, then your search is qualified. If this is not your ideal candidate, you may want to go back to your search and change some of your criteria and filters.

How should I set expectations about timing?



Assess the Competition

This tool shows you the employer share in terms of job postings TalentNeuron found in their...

Percentage	Employer Share
44.26%	The Christ Hospital
14.75%	The Kroger Company
6.56%	The Modal Shop
6.56%	Ascendum
4.92%	PNC Financial Services

system related to this search, and some examples of those jobs postings so you can understand your competition. Use this tool to understand what you are competing against in terms of other job postings in the external market for this role.



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Know your competition

Company Name

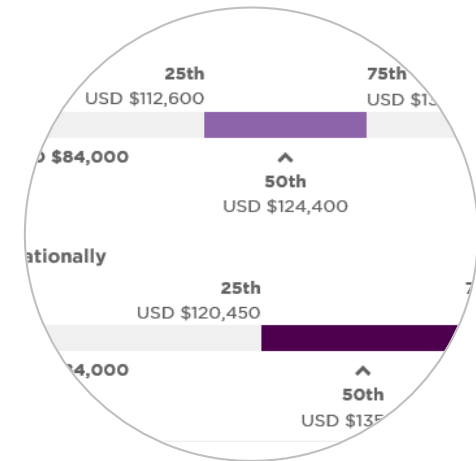
Provided Title

Skills Required

Additional Skills Required

You can also use the drop-down arrows to view job volume, salary, competitive intensity, relative supply, and hiring difficulty in other metropolitan areas and/or states. For example, you can find metropolitan areas where the job volume might be higher across the United States.

Zoom into the map to see details within specific metropolitan areas around your area advertising for this position. This example shows us that Dayton, OH has a job volume of 49, and a supply of around 200 individuals.



Explore Solutions

Where else should I look?

Use this tool to look for alternatives in terms of location. This specific example shows the candidate supply pool across different metropolitan areas.

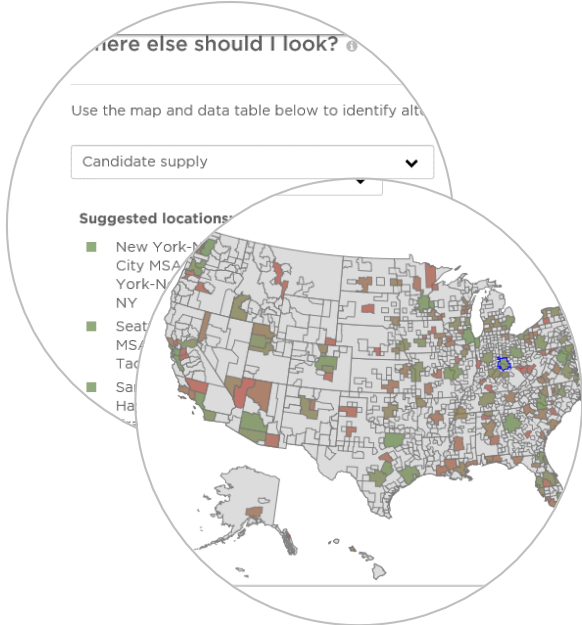
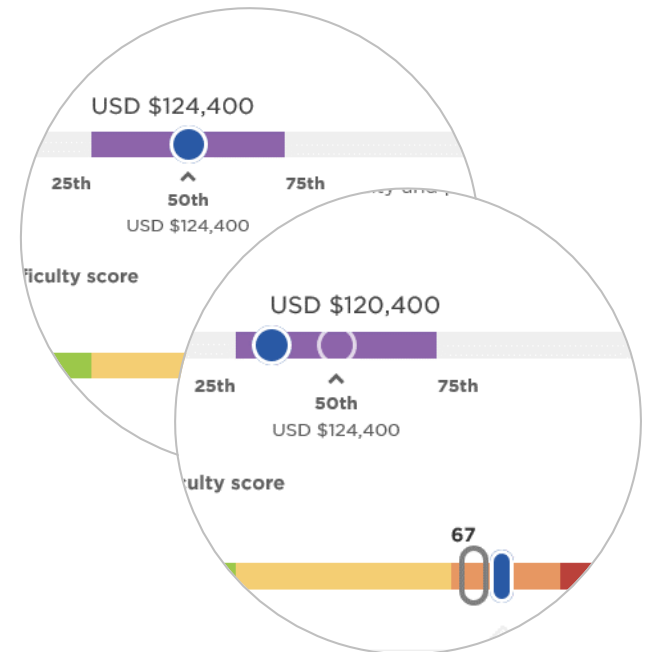


How does changing pay influence difficulty to hire?

Use this tool to see how paying above or below market average will impact difficulty to hire.

What is the market paying for this role?

Use this tool to look for alternatives in terms of salary and compensation. This section provides information on what our perceived median and range base salary is for this role locally and nationally.



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