

About the Spreadsheet

name	OP-HR-2490-X. Job Openings Spreadsheet
owner	HR
access & use	Restricted to HR
what it is	<p>Spreadsheet used by HR to:</p> <ul style="list-style-type: none"> ◆ Organize, manage, track, and report on current or past job openings, including positions put on hold or canceled ◆ Determine the unique competition numbers for job postings ◆ Record details about an open position ◆ Track the recruitment stage of each position ◆ Record final hiring details when a position is closed ◆ Run reports for management about recruiting
<p>Caution: Be careful about position requirements or notes you include in the <i>Job Openings Spreadsheet</i>. These notes may be requested as discovery material if a candidate ever challenges the Company's hiring decisions in court. Keep notes professional and relevant to the criteria for the position.</p>	

Why This Process is Important

Using a spreadsheet like this enables us to track, analyze, and report on the recruitment activity undertaken by the Company. For example, we need to know:

- ◆ The status of each position – open, filled, cancelled, on hold, etc.
- ◆ The recruitment stage of each position – opening & advertising position, receiving and screening applicants, interviewing, etc.
- ◆ How long it takes to fill positions, from the date the position was posted to the date the offer is accepted ('time to hire'). This is an indication of a number of factors, including:
 - The Company's overall ability to attract the right talent
 - The effectiveness of the methods the Company uses to attract talent
 - The draw of the Company's brand/reputation
 - The types of positions the Company offers

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Position Status	Department	Type	Category	Base salary/ commission split	Recruitment Stage	Recruiting Difficulty
Pending Approval	Administration	Regular, full-time	Administrator	Straight Commission	Open & Advertise Position	1
Open	Customer Support	Regular, part-time	Assistant	10%/90%	Screen Applications	2
Filled	Finance	Temporary, full-time	Clerk	20%/80%	Interviewing	3
On hold	HR	Temporary, part-time	Coordinator	30%/70%	Reference Checks & Hire	
Canceled	IT	Contract	Director	40%/60%	Posting Closed	
	Manufacturing		Manager	50%/50%		
	Marketing		Specialist	60%/40%		
	Operations		Supervisor	70%/30%		
	Product Development		Vice President	80%/20%		
	Purchasing			90%/10%		
	Research & Development					
	Sales					
	Sales - Inside					

Column Descriptions

Column #	Name	How to Complete
A.	Position #	Assign the next sequential unique number to each position
B.	Position Status	Select a status from the drop-down list. The options are: pending approval, open, filled, on hold, and cancelled. Update the Position Status each time it changes.
C.	Original Date Position Opened	Enter the date the position status changes to "open". This will be used to calculate 'Time to Hire' (see column W). If the position status is "pending approval", leave this field blank. If the position status changes to "on hold" or "cancelled", leave the original date intact. If/when the status changes back to "open", you can leave the original date or update it, as desired.
D.	Recruitment Stage	Select the appropriate Recruitment Stage from the drop-down list. Update the Recruitment Stage as recruitment progresses.
E.	Position Title	Enter the title of the position
F.	Department	Select the department name from the drop-down list
G.	Position Type	Select the position type from the drop-down list
H.	Position End Date	Only use this field for Temporary or Contract positions. Enter the end date of the position.

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Column #	Name	How to Complete
T.	Eligible for Relocation?	Indicate if the position is eligible for relocation assistance. This will help accelerate shortlisting by eliminating applicants from out of town.
U.	Position Filled by	When the position is filled, enter the name of the successful candidate
V.	Recruitment Closed Date	Enter the date the successful candidate accepted the offer. This will be used to calculate 'Time to Hire' (see column W).
W.	Time to Hire (days)	Do not enter data in this column. Contains a pre-built formula that automatically calculates the time to hire based on the number of days between the date entered in column C (Vacancy or New Position Date) and column V (Recruitment Closed Date).
X.	New Hire Start Date	Enter the date the new hire will be starting with the Company
Y.	Starting Base Salary	Enter the amount of the new hire's base salary
Z.	Estimated Wages for recruiting & hiring the final incumbent	<p>Once the candidate is hired, enter the approximate cost of wages spent on the recruiting and hiring process since the position was opened. For example, estimate the hours spent to open and advertise the position, track, review and screen applicants, schedule and conduct panel interviews, check references and extend an offer, etc. by each person involved in the process. Estimate the value of that time by using the Company's median salary + benefits and overhead as a percentage of salary.</p> <p>For example, if 6 individuals' time resulted in 60 hours of work, the company median salary is \$50k, a work week is 40hrs, and 10% of salary represents benefit and overhead costs per employee, the formula would be:</p> $60 * ((50000 + (50000 * 10\%))/2080) = \1586.54
AA.	Recruiting Costs - Online	Enter any costs incurred to post the position online
AB.	Recruiting Costs - Search Firm Fees/Expenses	Enter the recruiting agency/search firm fees and expenses, if applicable
AC.	Recruiting Costs Print	Enter any costs incurred for print advertising, if applicable

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