



Strategy Meeting with Human Resources' Talent Acquisition Specialist

Thank you for entrusting your Human Resources Talent Acquisition Team to assist you in filling your vacancy! A **Strategy Meeting**, according to Business Dictionary, is a systematic process of envisioning a desired future, and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them.

In order to have a swift and productive Strategy Meeting, please be prepared for the meeting with the following details:

- Requisition details such as Grade, FLSA status, total scheduled hours per year and the working schedule.
- You should be aware of your budget and the salary range that you would like to stay within.
- Please be aware of any additional benefits, beyond our standard university benefits, that come with the role.
- Bring a list of any specific sites that you would like the position to be posted to and a range of how long you will want it posted.
- You should know your job requirements, preferred skills and your deal breakers.
- Have a tentative schedule prepared of who you would like to participate in the interview and what the agenda would look like for phone interviews and/or in person interviews.
- Come with an open mind and know that the Human Resources Talent Acquisition is here to help you fill your vacancy with a superstar, qualified candidate as quickly as possible!

Thank you!

Human Resources Talent Acquisition Team

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