

CDFW Recruitment Services Request Form

Department of Fish and Wildlife

(Created 5/21)



The Recruitment Unit (RU) is here to assist you with attracting a more qualified and diverse candidate pool by creating a targeted recruitment plan. From workforce planning to job ad verbiage to SOQ and interview questions to specific outreach outlets, we are here to expand the outreach and demystify the application process.

Please complete this form and indicate which services you would like the RU to provide. Once complete, please submit the form to AskARecruiter@wildlife.ca.gov.

Requestor's Contact Information

Name:	Email:
Phone:	Program/Region:

Position Information

Classification and Code:	Working Title:
Location:	Shift:

Only if Re-Advertisement

How many times has the vacancy been advertised?	
RPA Number:	Job Control Number:

Initial Recruitment Issues/Efforts – Please list which methods you have utilized in the past to fill this vacancy:

Services Requested

<input type="checkbox"/> Workforce Planning <input type="checkbox"/> Assistance with developing creative job advertisements <input type="checkbox"/> Assistance with developing SOQ or interview questions <input type="checkbox"/> Targeted Job Postings <ul style="list-style-type: none"><input type="checkbox"/> LinkedIn<input type="checkbox"/> Capitol Morning Report<input type="checkbox"/> Professional Organizations	<input type="checkbox"/> Veterans Outreach <input type="checkbox"/> University and College Outreach and Relationship Development <ul style="list-style-type: none"><input type="checkbox"/> Handshake<input type="checkbox"/> Career Fair (Virtual or In Person)<input type="checkbox"/> Alumni Associations<input type="checkbox"/> Faculty Networking<input type="checkbox"/> Career Center Partnerships <input type="checkbox"/> Professional Outreach <input type="checkbox"/> Community Outreach <input type="checkbox"/> Global employment websites <input type="checkbox"/> Targeted email campaign verbiage <input type="checkbox"/> Listserv verbiage <input type="checkbox"/> Targeted searches
<input type="checkbox"/> Additional resources you can provide:	