



*City of Arts & Innovation*

# Human Resources Board

**TO: HONORABLE BOARD MEMBERS      DATE: OCTOBER 5, 2015**  
**FROM: HUMAN RESOURCES DEPARTMENT      ITEM NO:**  
**SUBJECT: RECRUITMENT AND SELECTION PRESENTATION (HUMAN RESOURCES)**

**ISSUE:**

Acceptance of a report on activities of the Human Resources Department Recruitment and Selection Division.

**RECOMMENDATION:**

That the Board receive this update on the activities of the Human Resources Department, Recruitment and Selection Division.

**BACKGROUND:**

On a monthly basis, the Human Resources Board requests the attendance of a Department Head at their Board Meeting to discuss a variety of employment matters associated with their department. The Human Resources Department will update the Board on the hiring process associated with the Recruitment and Selection Division. As a result of this update the Board will have a thorough understanding of the full-cycle recruitment process from P1 to hire which consists of department consultation, assessment development, job announcement development, application screening, assessment proctoring, and the creation of an eligibility list.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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