



Human Resources Board Department Update

Recruitment and Selection Process

Human Resources Department
October 5, 2015

THE RECRUITMENT PROCESS

The recruitment process consists of the following steps:

- Department Consultation
- Assessment Development
- Job Announcement Development/Advertising
- Application Screening
- Assessment Proctoring/Scoring
- Eligibility List



DEPARTMENT CONSULTATION

- Recruiter forwards a copy of the most recent job description for the hiring manager to review prior to the consultation.
- Recruiter conducts research based on past recruitments and current trends to design an outreach and examination process that will yield the best qualified applicants. Recruiter presents this information to the department hiring manager and they agree upon the following:
 - Recruitment Dates
 - Advertising Locations
 - Examination Type(s), Weight, and Date(s)
- If there are no changes to the job description requested by the hiring manager, the recruiter completes a Recruitment Contract, drafts the job announcement, and begins the assessment development process.



ASSESSMENT DEVELOPMENT

An assessment is a tool designed to assess a candidate's education, training, and work experience, or their ability to perform the duties of a position. It can be a written, oral, or performance examination, a writing assessment, or an evaluation of qualifications (training and experience rating).

- Recruiter may develop a written exam, or other assessment tool based on the parameters established with the department/hiring manager.
- A combination of multiple assessment tools may be used as part of a selection process. For example: Written Exam, Performance Exam, Oral Exam, each weighted based on the parameters established in the department consultation.



JOB ANNOUNCEMENT DEVELOPMENT/ADVERTISING

Once the assessment tools have been completed, the recruiter will finalize the job announcement and place advertisements for the position and coordinate publishing with the recruitment opening date.

- Colleges/Universities, Trade Schools
- Industry Membership Groups
- Other Organizations



APPLICATION SCREENING

Once the recruitment has been published, we will receive and screen applications in the NeoGov applicant tracking system.

- When screening applications, the recruiter will use the minimum qualifications from the job description as a guide.
- Recruiters often consult with the hiring manager or designated Subject Matter Experts (SME's) to assist with determining whether an applicant's education and/or experience meets the qualifications.



ASSESSMENT PROCTORING AND SCORING

Once application screening is complete, the recruiter will notify applicants of their status if they are not continuing in the process. Candidates who are continuing in the process are then scheduled for applicable assessments.

- Some assessments are proctored by HR staff and scored by a third party. For example, we use the Western Region Item Bank (WRIB) to construct and score some written exams.
 - Longer turnaround for results
 - 3rd parties offer additional analysis
- Other assessments can be scored in-house. Ex.: Oral Exams, Performance Exams.
- Scores are uploaded into the NeoGov applicant tracking system and candidates are provided results in a timely manner.



FINAL STEP: THE ELIGIBILITY LIST

- Eligibility lists are established for every classification for which a recruitment is held.
- Candidates who successfully complete each step in the selection process remain on the eligibility list for a minimum of six (6) months.
- Eligibility lists are used to fill current and future vacancies during the life of the list.
- As vacancies arise for positions with an active eligibility list, the recruiter will refer candidates from the list to the hiring manager in lieu of opening a new recruitment.



RECRUITMENT DIVISION INITIATIVES

- Improve the full-cycle recruitment process from P1 to Hire, eliminating any unnecessary steps and/or procedures that do not add value.
 - Process mapping completed; redesign in process.
- Work closely with our assigned departments to become more intuitive to their needs; move away from being driven by the P-1.
 - Make plans for upcoming vacancies to establish lists.
 - Put together recruitment schedules for high volume/ high usage classifications.
 - Targeted recruitment and social media recruitment/advertising.
- Automation
 - The NeoGov applicant tracking system has the ability to automate our current P-1 and P-2 approval process.
 - We will be using RPD as our pilot group to test this functionality



Thank You!

Any Questions?

