

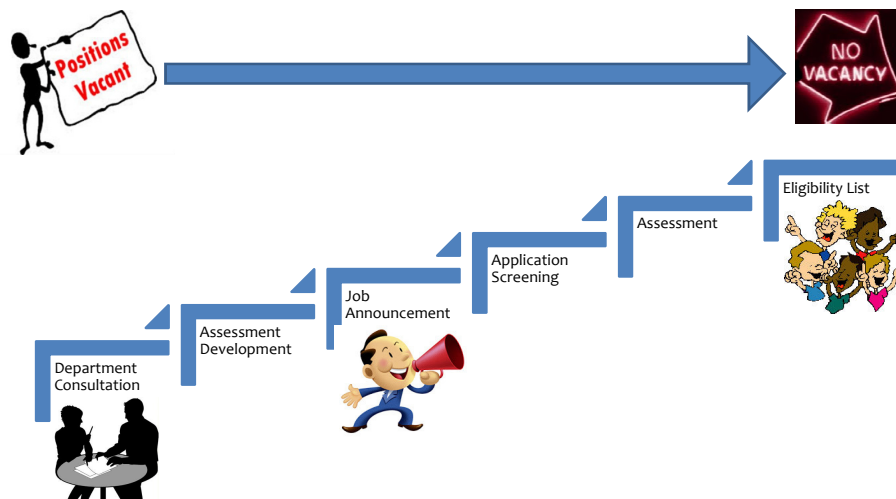


## Commission on Disabilities Department Update

Karen A. Logue, SHRM-SCP, SHPR  
Human Resources Department  
Deputy Human Resources Director  
November 2, 2015

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## The Recruitment Process



2



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## Department consultation



- Hiring manager provided most recent job description for review.
- Recruiter and Hiring Manager decide upon the Recruitment Plan for Dates, Advertising and Exams.
- Recruiter drafts the job announcement and begins the assessment development process.



3

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## 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.

- Recruiter may develop an 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.



4

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## JOB ANNOUNCEMENT DEVELOPMENT/ADVERTISING

The recruiter finalizes the job announcement and places advertisements for the position and coordinates publishing with the recruitment opening date.

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



5

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## APPLICATION SCREENING

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

- Screening applications
  - Minimum qualifications
  - Highly Desirable qualifications
- Subject Matter Experts may be contacted for input



6

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## APPLICATION ASSESSMENT

- Those who do not meet the minimum qualifications will be notified they are not continuing in the process.
- Those continuing in the process are then scheduled for applicable assessments.



7

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## PROCTORING AND SCORING

- Most assessments are proctored by HR staff and scored by a third party.
- Other assessments can be scored in-house.
- Scores are uploaded into the NeoGov applicant tracking system and candidates are provided results.



8

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## 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.



9

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## RECRUITMENT DIVISION INITIATIVES

1. Work closely with our assigned departments to become more intuitive to their needs.
  - 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.



10

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## RECRUITMENT DIVISION INITIATIVES (CONT)

2. Improve the full-cycle recruitment process, eliminating any unnecessary steps that do not add value.
  - Process mapping completed; redesign in process.
3. Automation
  - The NeoGov applicant tracking system has the ability to automate our current requisition and Hiring approval process.
  - Riverside Police Department is pilot group to test this functionality



11

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**Thank You  
Any Questions?**

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