Recruitment & Selection Process Framework

Plan: DIRECTORS & HUMAN RESOURCES

* Decide on whether to buy or build
* Determine length of time for advertising
* Determine KSA's, competencies, and experience necessary
* Review existing Position Description or write a Position Description (with HR)
* Internal opportunity - inventory employee skills, competencies, experience and career interest
* Select Interview Team (rotate staff)
* Determine test to be administered (HR & Interview Team)
* Determine guidelines for passing test. (policy states 70%)
* Determine anticipated hire date (HR)
* Set a timeline to work toward desired hire date (HR)
* Brief Interview Team on anticipated time frames and responsibilities (HR)

Advertise: HUMAN RESOURCES

* Design a job advertisement that focuses on our culture and required KSA's (include complete position description when accessing employment application if possible)
* Identify multiple sources for advertisement (to include county website)
* Post advertisement (web, internet, college, chamber, linkedin, paper, jobs plus)

Screening: (3 categories) INTERVIEW TEAM

* Review all applications for minimum requirements
	+ *Complete screening criteria form*
* Forward selections to Human Resources

Phone Interview: HUMAN RESOURCES

* Contact candidate to schedule best time for a phone interview
* Conduct phone interview
* Staff results of phone interviews with interview team and determine which candidates should be scheduled for testing and interview

*Testing: HUMAN RESOURCES*

* Contact testing agency and determine testing dates and times
* Contact candidate, in writing, of requirement to test and testing date and schedule
* Receive test results, review with interview team, make interview selections

Face-to-Face Interview: INTERVIEW TEAM/HUMAN RESOURCES

* Prior to the interview process HR and the Interview Team will review interview questionnaire
* Schedule face-to-face interviews

Day of Interview:

Human Resources –

 Review position description

 HR topics

 FRS with candidate prior to face to face interview

Interview Team –

 Conduct face to face interviews

 Conduct an office tour with interviewee

 Staff results of interviews

 Submit selection of candidates to HR for Reference Checks

Human Resources-

 Submit selection of candidates with results of Reference checks to Chief Deputy

 Schedule second face-to-face interviews with Chief Deputy

Second Interview: (If applicable)

Chief Deputy-

 Secondary interviews completed and recommendation of new hire staffed with Tax Collector

Human Resources-

 Notifies selected candidate, Onboarding begins......

\*\*All candidates will be kept informed of their status during the entire hiring process