

Hiring Process Update

11-8-22

In order to make the interviewing and hiring process more efficient and to achieve a diverse applicant pool HR has updated the procedures.

Hiring Process Timeline:

1. PRC approves the position
2. Position is posted in Neogov
 - a. If the position is in an underutilized department according to the EOA Utilization Analysis, the Chief Diversity and Inclusion Officer will provide the department head and the Assistant HR Director with a Utilization Compliance Referral Form (see example below)
 - b. If the position is not underutilized the referral form will not be issued
3. During the posting period,
 - a. The Chief Diversity and Inclusion Officer and Assistant HR Director will work collaboratively to recruit candidates to apply for positions
 - i. Utilizing local resources, flyers, word of mouth, recruiting events, etc.
 - b. The Chief Diversity and Inclusion Officer will have access to all applicants as they apply through Neogov
4. Upon advertisement closing date,
 - a. The SR HR Generalist will refer over all qualified applicants
 - b. Departments will notify the Chief Diversity and Inclusion Officer and Assistant HR Director of selected interviewees
 - i. Chief Diversity and Inclusion Officer may suggest additional candidates for interviews
 - ii. All suggested candidates must meet the minimum requirements of the position
 - iii. If any suggested candidates decline the interview, departments will notify HR
 - c. The Assistant HR Director will notify the Mayor's Chief of Staff with the full list of interviewees
 - d. The Chief Diversity and Inclusion Officer & Assistant HR Director have the option to participate in any interviews, as they see fit
5. Prior to interviews, departments will submit all interview questions and list of interview panel members to the Assistant HR Director. Department Heads are encouraged to have a diverse interview panel whenever possible.
 - a. The Assistant HR Director will approve the interview questions, verifying that all questions are related to the essential functions of the position
6. Once a candidate is selected to be hired, departments will notify the SR HR Generalist & Assistant HR Director
 - a. The SR HR Generalist will conduct reference checks on the selected candidate. Once the reference checks have come back, an offer letter will be completed
 - b. The Chief Diversity and Inclusion Officer and Mayor's Chief of Staff will be notified of the hire from the Assistant HR Director
 - c. The HR department will send approved offer letters to the department for review and signature
 - i. As of 7/1/2022 the SR. HR Generalist and Assistant HR director, will be making all offers to selected candidates



Memorandum

To: [Department Head or Hiring Manager]

From: Judith Crowell, Chief Diversity & Inclusion Officer

Data: DATE

Re: Utilization Compliance Referral Form

Your recent request to fill for the position of _____ has been approved by the Personnel Review Committee. As part of the hiring process, this office has reviewed your organizational demographics to ensure their alignment with the City's Affirmative Action Plan for employment and the current fiscal year diversity goals for your department. As you know, the City is committed to the philosophy of equal employment opportunity.

Therefore, a good faith effort must be made to fill this position in a manner which will help bring your department into compliance with the City's stated objectives. I will be working aggressively and closely with you to recruit a pool of qualified applicants that will help assist you in this endeavor.

The applications and resumes are available to you on the Neogov website. Upon review of the candidates, please notify myself and Caitlyn Julius of the desired interview applicant list. I may suggest additional qualified candidates for interviews.

Again, thank you for your commitment to this important initiative. If you need any assistance, please feel free to contact me at jcrowell@springfieldcityhall.com or 413-784-4777.