Timeline – Open Recruitment

HIRING MANAGER RESPONSIBILITIES

HR RESPONSIBILITIES

Hiring Manager/Designee PD Approvals and Submission
Obtains all required approval from County/REC or Unit Director, submits approved SPR form to HR, and enters position description in CATS. (If pre-classified position, copy and change only the position details tabs.)
14 Days

HR (Dept Approver/Compensation) Position Consulting and Classification
Reviews and ensures approvals have been provided, consults with the Hiring Manager, classifies the position and submits it to the PD library.
14 – 30 Days

Pre-class? 5 days

Hiring Manager/Designee Recruitment Preparation
Creates requisition in CATS and notifies HR upon completion.
2 Days

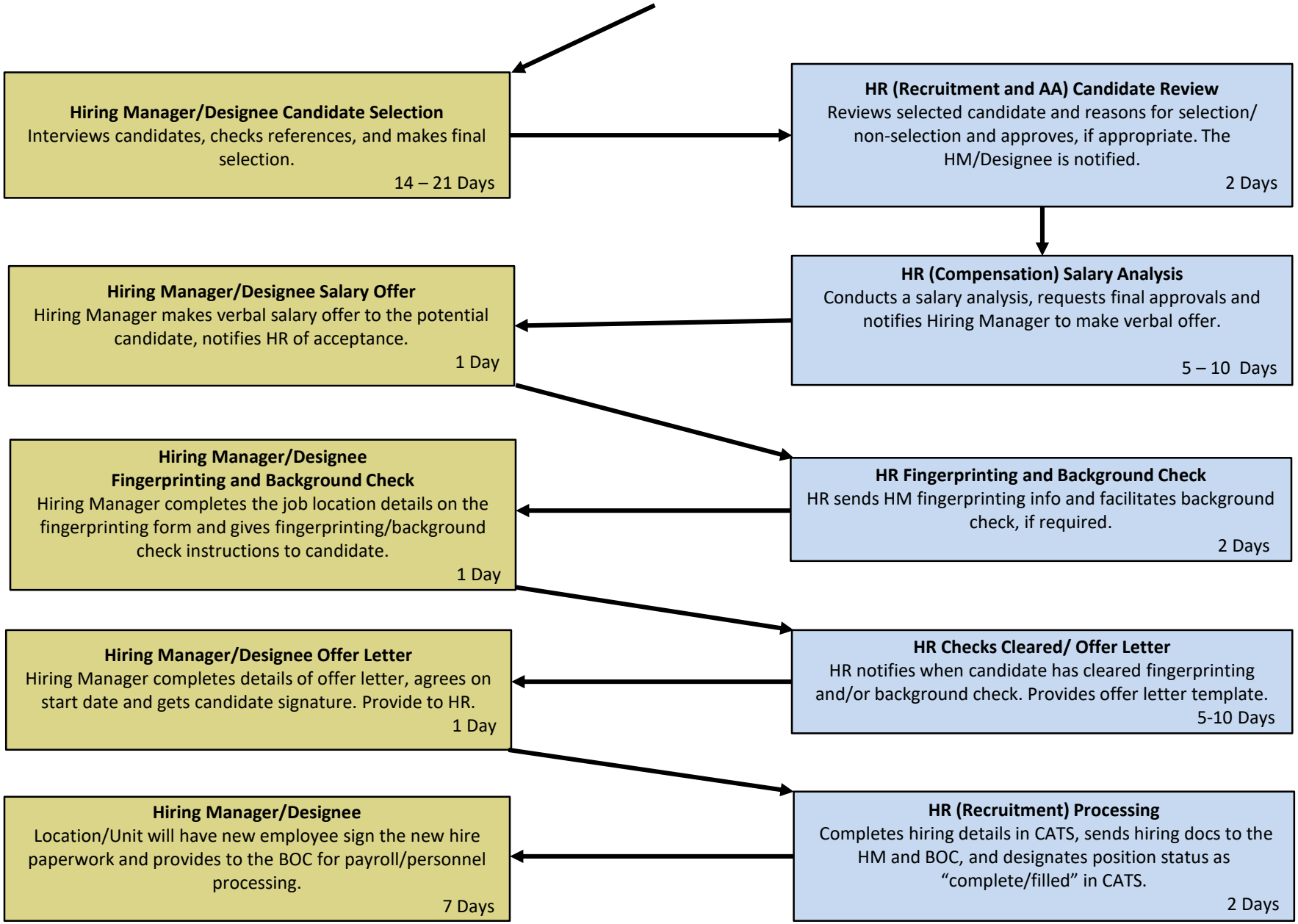
HR (Dept Approver) Recruitment Consultation
Reviews and approves requisition, ensures special conditions of employment are added and consults with Hiring Manager on recruiting needs (i.e. special budget considerations, etc.).
2 Days

HR (Affirmative Action) Recruitment Preparation
Reviews for AA compliance and approves requisition for posting.
2 Days

HR (Recruitment) Recruitment Preparation
Once requisition has been fully approved, the position is posted on the CATS website, Job Board, and Twitter. The HM/ Designee is notified.
2 Days

Hiring Manager/Designee Applicant Selection
Hiring Manager can begin screening applicants immediately after the posting closes. Reviews applications, enters selection and non-selection reasons in CATS. Attaches interview questions and committee to req. and submits to Department Approver for review.
14 – 21 Days

HR (Dept Approver)/AA Review Applicant Pool
Reviews interview pool reasons for selection or non-selection, questions, and committee and approves, if appropriate. HM is notified.
4 Days


Hiring Manager/Designee Candidate Selection
Interviews candidates, checks references, and makes final selection.
14 – 21 Days
HR (Recruitment and AA) Candidate Review
Reviews selected candidate and reasons for selection/ non-selection and approves, if appropriate. The HM/Designee is notified.
2 Days
HR (Compensation) Salary Analysis
Conducts a salary analysis, requests final approvals and notifies Hiring Manager to make verbal offer.
5 – 10 Days
Hiring Manager/Designee Salary Offer
Hiring Manager makes verbal salary offer to the potential candidate, notifies HR of acceptance.
1 Day
HR Fingerprinting and Background Check
HR sends HM fingerprinting info and facilitates background check, if required.
2 Days
Hiring Manager/Designee Fingerprinting and Background Check
Hiring Manager completes the job location details on the fingerprinting form and gives fingerprinting/background check instructions to candidate.
1 Day
HR Checks Cleared/ Offer Letter
HR notifies when candidate has cleared fingerprinting and/or background check. Provides offer letter template.
5-10 Days
Hiring Manager/Designee Offer Letter
Hiring Manager completes details of offer letter, agrees on start date and gets candidate signature. Provide to HR.
1 Day
HR (Recruitment) Processing
Completes hiring details in CATS, sends hiring docs to the HM and BOC, and designates position status as "complete/filled" in CATS.
2 Days
Hiring Manager/Designee
Location/Unit will have new employee sign the new hire paperwork and provides to the BOC for payroll/personnel processing.
7 Days
68 Days
13 – 19 Weeks Average Time to Fill
66 Days