Office of Human Resources



## Key Recruitment Activities

*\*OMS Medical History – Five business day turn around*

*OMS Medical Exam – Two week turn around*

*Background Check –*

*Multilingual Certification –*

*\*\*New Employee Orientation held every two weeks*

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| Activity | Estimated Date(s) | Responsibility |
| Complete a position description that provides information on:   * The percentage of time used to perform each set of tasks. * A complete organization chart showing your position, the relationship of the position in the work unit and subordinate relationships. |  | Hiring Manager HR Liaison |
| Meet with the Recruitment Specialist to review and define the minimum Qualification, KSAs and preferred criteria. |  | HR Liaison Hiring Manager  OHR |
| Determine the desired date to onboard applicant and the posting date. |  | HR Liaison  Hiring Manager OHR |
| Determine the recruitment period for the position based on the position (typically two weeks; longer for hard to fill positions). |  | HR Liaison Hiring Manager OHR |
| Identify outreach organizations, and associations to assist in the recruitment effort (e.g., newspapers, trade organizations). |  | HR Liaison Hiring Manager  *Cost of advertisement is born by the department.* |
| Identify diverse interview panel and the department’s internal process. (Note: raters should be the same grade or higher) |  | HR Liaison Hiring Manager |
| Position is set up in Candidate Assessment  (minimum relevant experience, education, KSAs and preferred criteria). |  | OHR |
| Post position on Montgomery County portal with closing deadline date. |  | OHR |
| Department develops interview questions and process for the raters; OHR reviews the information. |  | HR Liaison Hiring Manager OHR |
| Department identifies the interview panel |  | Department |
| OHR will provide a candidate eligible list within 7 business days after the closing deadline date. |  | OHR |
| Validate the recruitment process and candidates. |  | OHR |
| Establish the eligible list and provides to Department HR Liaison and Hiring manager. |  | OHR |
| Department schedules and conducts interviews. |  | HR Liaison Hiring Manager |
| Department conducts reference check on their top candidate. |  | HR Liaison Hiring Manager |
| Department provides OHR with their top candidate and salary. |  | HR Liaison Hiring Manager |
| OHR makes conditional offer to applicant.\*  (Contingent upon OMS, medical history/medical exam, background check and/or multilingual certification.) |  | OHR Recruiter  OMS  Contractor – Background Check  Multilingual Certification |
| OHR makes final offer to applicant after medical clearance and background check. |  | OHR Recruiter |
| Applicant provides at least two weeks’ notice. |  | Applicant |
| Department develops an onboarding plan   * Develops performance expectation * Schedules meetings with key stakeholders * Introduction to key business partners |  | Hiring Manager |
| New Employee Orientation\*\* |  | OHR |