



Race and Equity Subcommittee Meeting
January 7, 2020

City of Gainesville Recruitment Process

Developing a Recruitment Plan

- **Recruitment Plan**
 - Establishes the scope of the recruitment project
 - Determine the type of recruitment
 - City Employee Only, Department Only, Direct Hire, Temporary - Temp Force, City Temp Time Limited, General public
- **Determine who will manage the process**
 - HR Department
 - Executive Search Firm
- **Service Level Agreement (SLA)**
 - Refine Recruitment Strategy
 - Staffing Needs, Business Needs
 - Unique and Evolving needs
 - Identify Recruitment Sources
 - Internal
 - External
 - Advertisements, college recruitment, placement agencies, staffing agencies, job fairs, hiring events

Welcome to the selection and hiring process!

Our Talent Acquisition Team is looking forward to assisting you with filling your vacancy. Through this partnership, our goal is to provide solutions to your staffing needs, establish realistic timelines, maintain open and transparent communication, and find highly qualified candidates for your position(s). Our table below outlines the Hiring Process. Some milestones may be adjusted to accommodate your needs and some tasks managed simultaneously in an effort to reduce time to hire. Your assigned Talent Acquisition Representative, (Name) [redacted] (Title) [redacted] will partner with you to customize a process that meets your need and establish a realistic timeline using this living document.

DATE INITIATED: [redacted]		ANTICIPATED HIRE DATE: [redacted]	
#	Step in Hiring Process (HYPER REFERENCE TO SLA/SLAs/TAPs if APPLICABLE)	Owner	SLA/STP Business Days (ACCUMULATIVE)
1	PKAP Approval Process (Recruitment Plan will be required by AD if position has AD level) • Create PKAP and route for appropriate approvals	DH/BS/EO	1 - 8 Days Date [redacted]
2	Job Posting Process (Standard - 21 days, Minimum Posting - 7 days, Continuous posting - (breastly revised)) • Update job posting • Review and approve job posting and provide ad sources • Post job	TAM HRM	9 - 26 Days Date [redacted]
2.A	Prepare for the Interview (HRM should be preparing for interviews while position is posted) • Provide applicable assessments/tests to TA for review • Create screening criteria • Create interview questions for TA for review • Review and approve assessments & interview questions	HRM HRM HRM TA	9 - 26 Days Date [redacted]
3	Application Screening Process • Screen for typing, word & local (if WA) scores (if required) • Review for ADP, word and send applications to HRM via HireVue • Conduct review of applications using screening criteria	TA IA HRM	27 - 31 Days Date [redacted]
4	Interview Process (Interviewing interview is optional and may include Phone, Skype, or Video Interview) • Send TA all names of applicants being interviewed, names of panel participants and interview dates • Conduct interview; complete consensus forms for all candidates interviewed and conduct and score pre-hire assessments	HRM HRM	32 - 42 Days Date [redacted]
5	Background Screening Process & Prepare Conditional Job Offer (If one of more candidates, timeline may vary depending upon their state's requirements) • Send name of recommended candidate(s) to TA via email • Send interview notes to IA via InterOffice mail or hand delivery • Start background screening • Receive interview notes in support of hire • Determine appropriate salary • Prepare offer approval from HRM or CHS/HR	HRM HRM TA TA/HRM IA	43 - 51 Days Date [redacted]
6	Extend Job Offer • Email job offer forms to hire • Schedule job offer appointment & health assessment with SHS • Clear HR for employment and establish and confirm start date • Schedule HRD	HRM Tech TA LHRM/HRM/HRM IA	52 - 66 Days Date [redacted]
6A	Days to Hire		66 Days

Legend: [redacted] & [redacted] TA = Talent Acquisition; HRM = Human Resources; HRM = Hiring Manager (for qualified experienced); HRM = New Hire/Coordinator
 Department: [redacted] HRM = Human Resources; HRM = HRM
 Hiring Manager: [redacted]

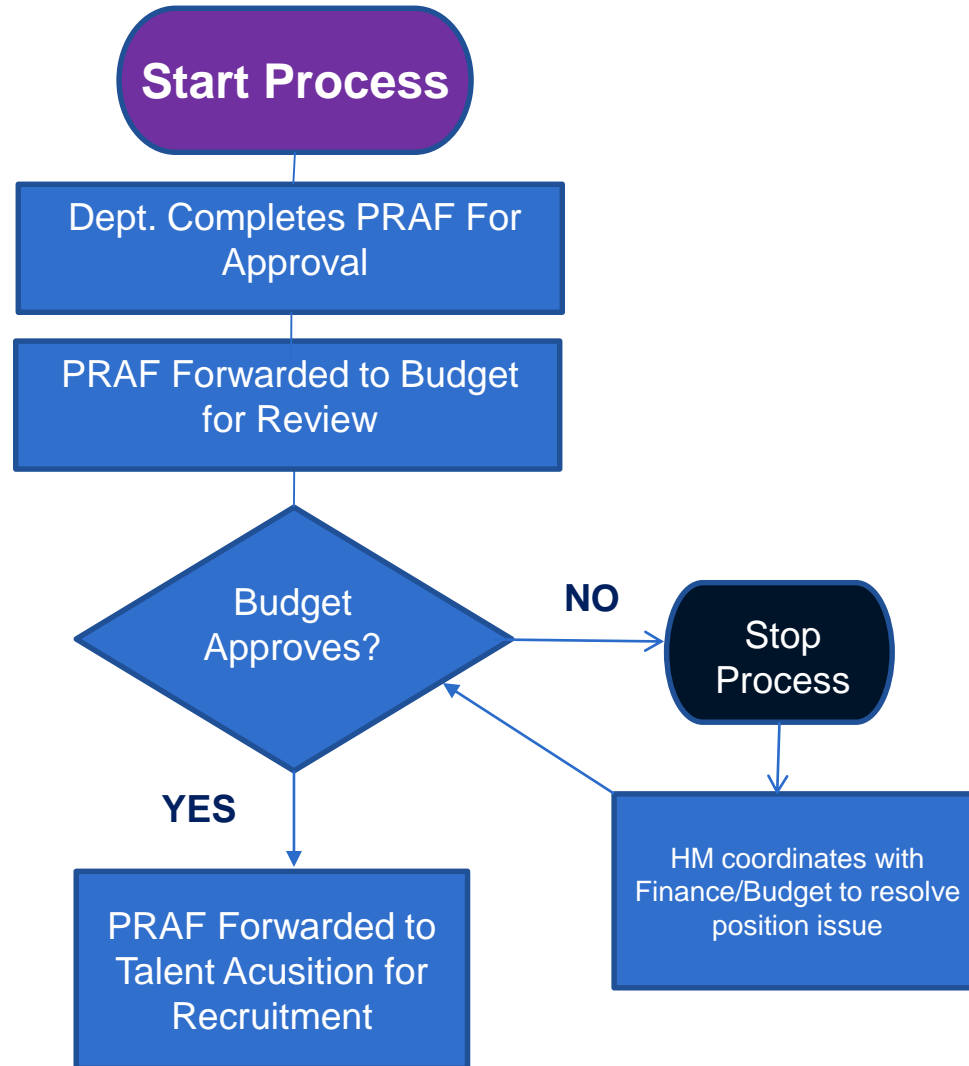
Last Revision: 2/20/2023

Full Cycle Recruitment Process

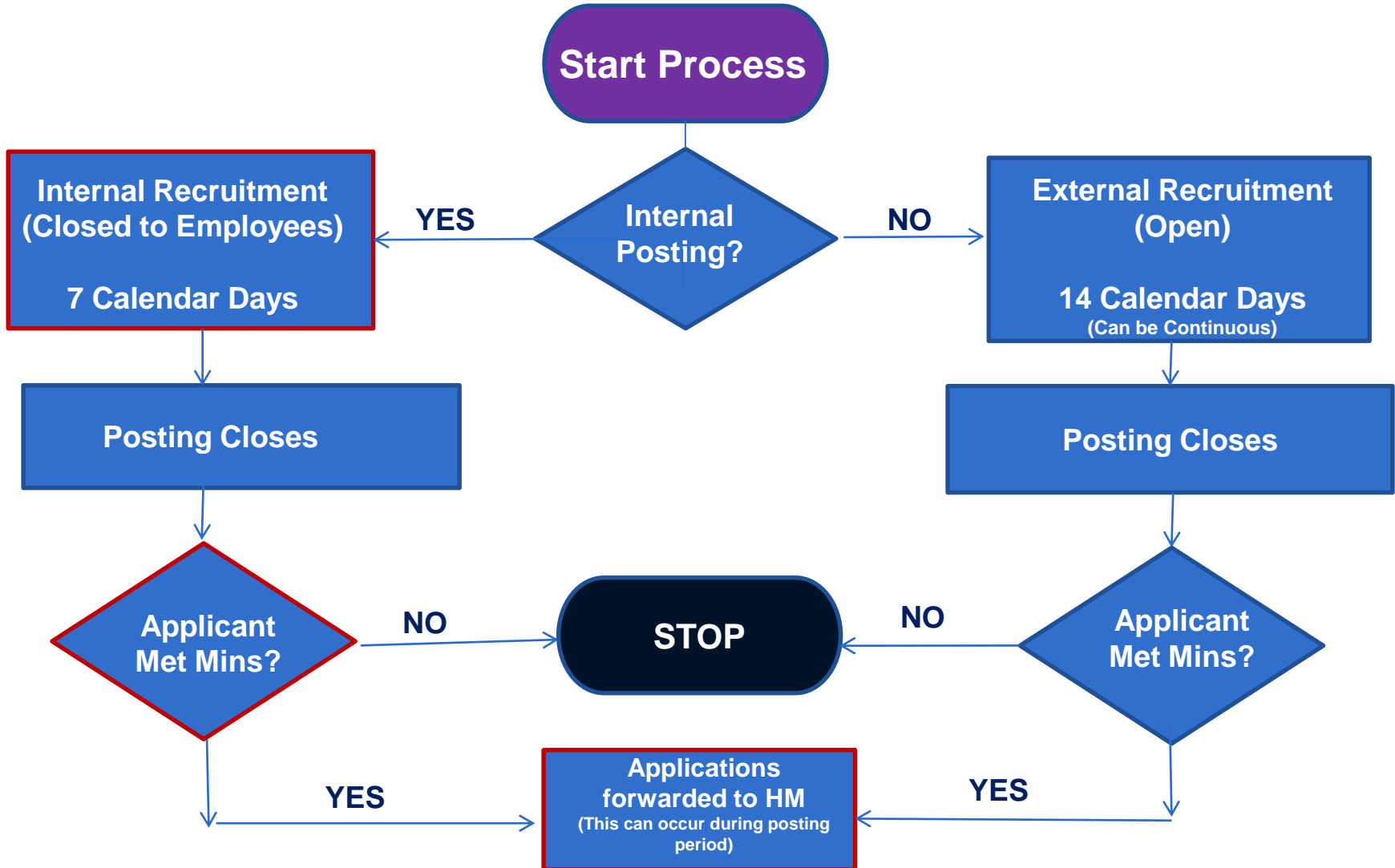
- **Approval**
 - Recruitment Requisition Initiated by HM
 - Personnel Action Form (PRAF) through NeoGov
 - HM, Budget/Finance, HR Director
- **Recruitment**
 - Job Posting
 - Pre-Interview Activities/Opportunities (concurrent with job posting)
 - Develop interview questions
 - Identify panel
 - Spark Hire screening
- **Screening**
 - HR – minimum requirements
 - Department and/or HR – SME Review
 - Education, Experience, Preferences
- **Interview** (managed at departmental level)
- **Selection**
 - HR Review
 - Salary Offer
 - Conditional Offer and Acceptance
- **Background Screening**
 - TPA – Accusource – employment, criminal, motor vehicle, sexual predator, and credit
 - Employee Health Services (EHS) -
 - *Law Enforcement Background (**GPD**)
 - *Level 2 Screening (**Vulnerable populations – elderly, minors, disabled - RTS, PCRA**)
- **Final Offer Letter and Acceptance**
- **Onboarding process begins**

Personnel Requisition Action Form (PRAF) Approval Process

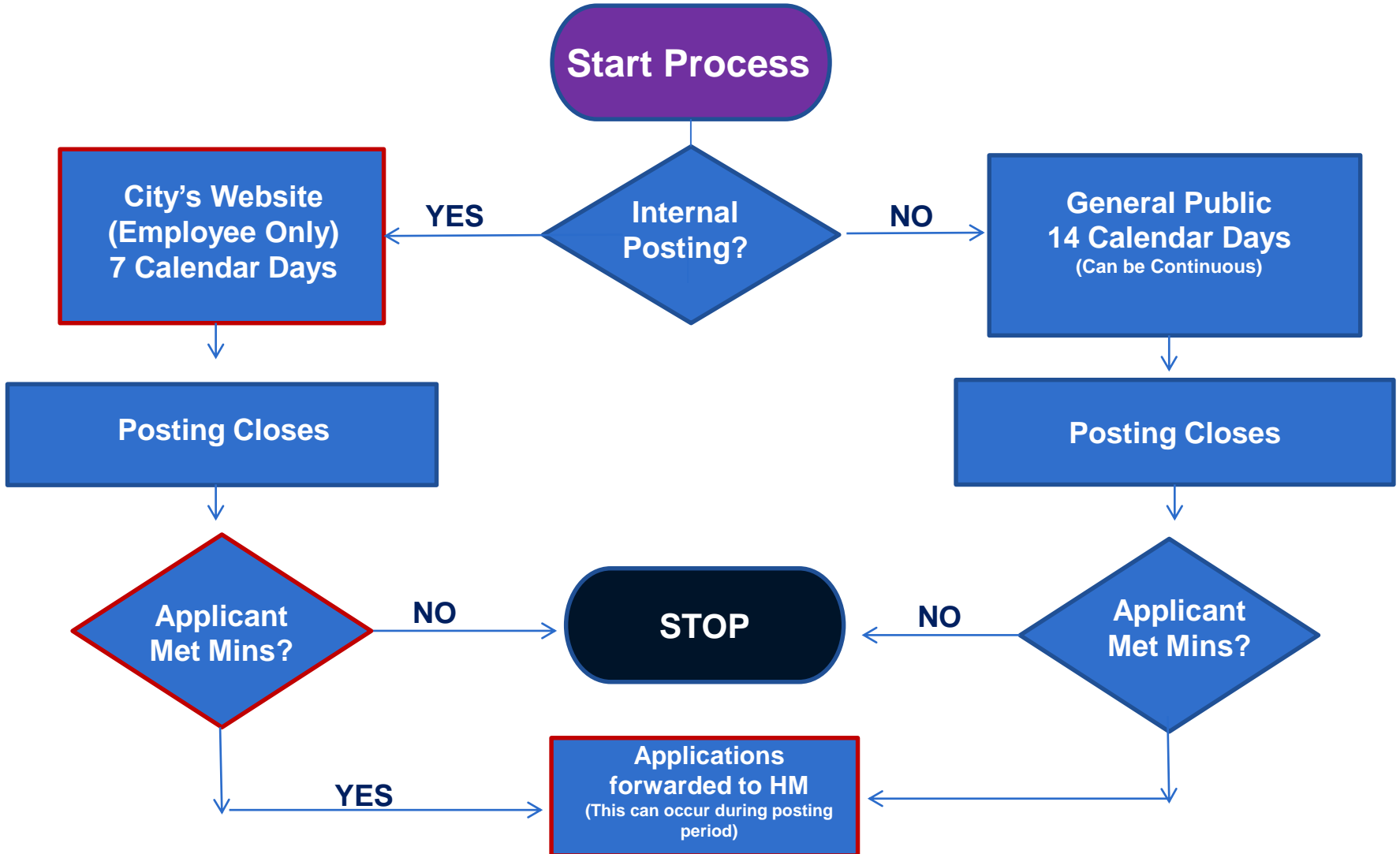
Effective 1/1/2020 EO will no review or approve PRAFs to initiate the recruitment process



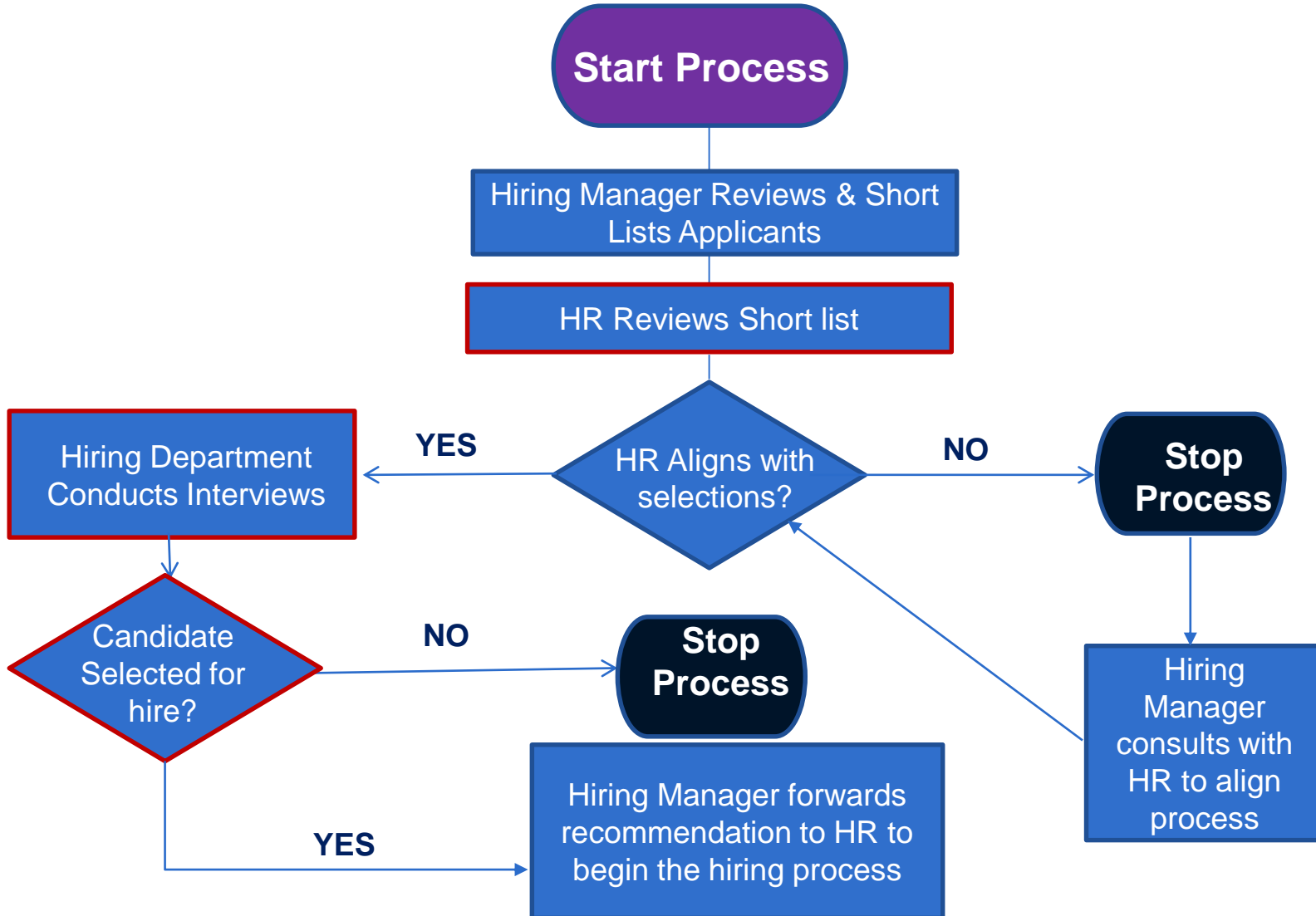
Recruitment Process



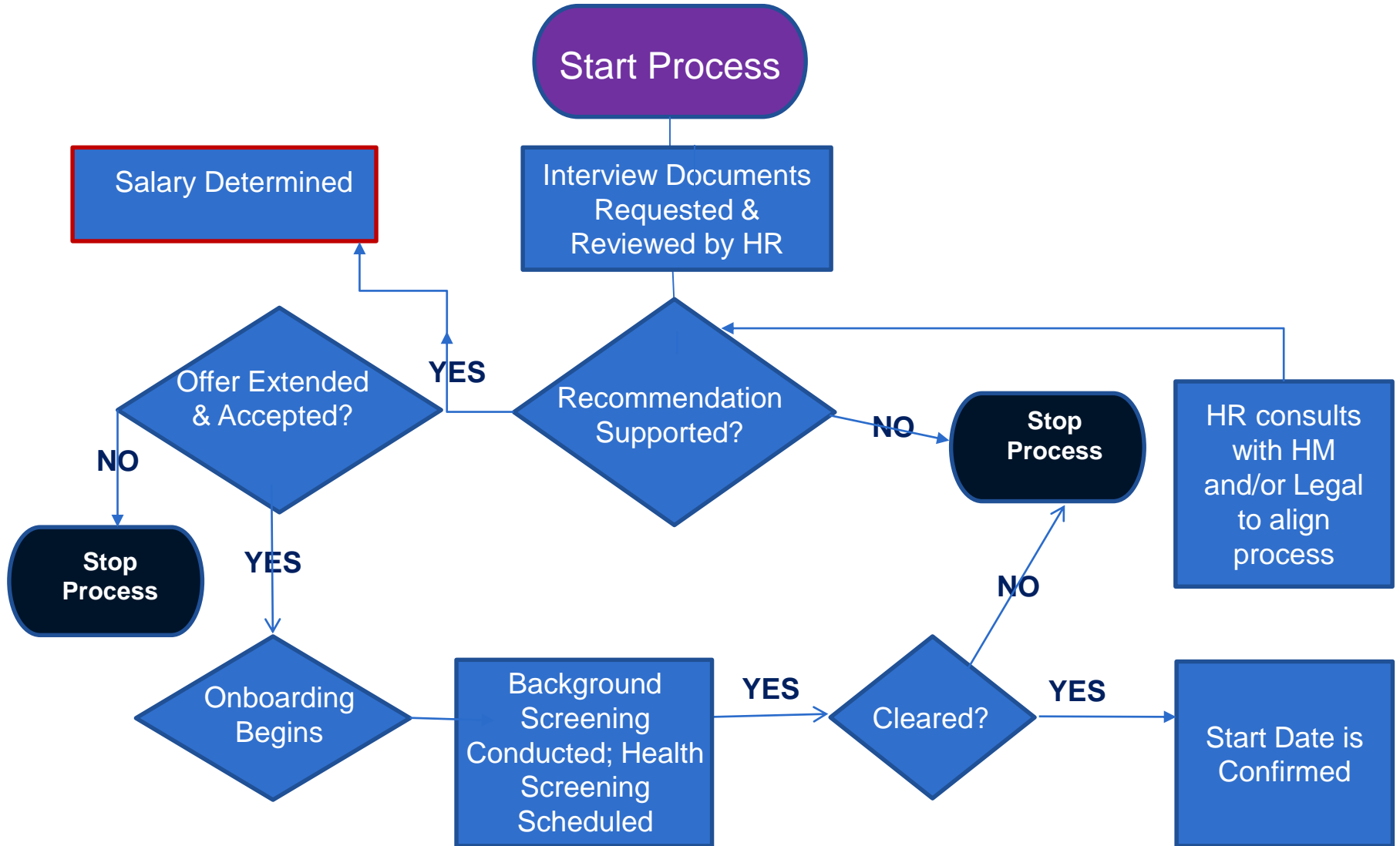
Recruitment Process



Selection Process



Hiring Process



Onboarding



Onboard enables new hires to become more productive from their first day on the job by streamlining new hire paper work, processingand in the future training

Looking Forward

- Technology challenges
- Workday Implementation – March 2020
- Streamline Business Processes
 - Eliminate redundancies (i.e., double approval processes)
 - Improve efficiencies - Better manage full cycle business process
 - Business process integration – Allow for more fluid integration of multi-unit processes
- Data Integrity
 - Quality Inputs = Quality Results
 - Standardization
- Data Analytics
- Reporting
 - Will provide a reliable resource for Succession and Workforce Planning



HR Business Partners

<p>Talent Acquisition Manager Collette Gardner (staff support) 393-8707 gainejam@cityofgainesville.org</p>	<p>RUSSELL PHILPOT Collette Gardner (staff support) 393-8356 russelldp@cityofgainesville.org</p>	<p>LEAH TOMLINSON JerToya Russell (staff support) 393-8738 tominsonl@cityofgainesville.org</p>	<p>KYMBERLY LAMB JerToya Russell (staff support) 393-8717 gatesA1@cityofgainesville.org</p>	<p>DERRICK MIRANDA Bobby Parker (staff support) 393-8721 gertondm@cityofgainesville.org</p>	<p>LISA REDMON Bobby Parker (staff support) 393-8725 Redmonla@cityofgainesville.org</p>
<p>GG/GRU</p> <ul style="list-style-type: none"> All Charter Officers and their direct reports 	<p>HARD TO FILL AND DIVERSITY INITIATIVES</p> <ul style="list-style-type: none"> Energy Supply Engineering Diversity Initiatives Hard-To-Fill <p>GRU</p> <ul style="list-style-type: none"> Electric Lineworker Power Plant Control Specialist Safety Specialist Engineers for the Power Plants <p>Public Works</p> <ul style="list-style-type: none"> Tree Surgeon (Levels I – III) Mosquito Control Services Technician Mosquito Control Services Technician, Lead 	<p>GRU</p> <ul style="list-style-type: none"> IT GRUCOM Energy Delivery W/WW <p>GG</p> <ul style="list-style-type: none"> Information Technology 	<p>GG</p> <ul style="list-style-type: none"> Parks, Recreation & Cultural Affairs Planning & Development Regional Transit System Gainesville Fire Rescue (GFR) Department of Mobility (RTS supported positions) 	<p>GG</p> <ul style="list-style-type: none"> Budget/Finance Risk Mgt CRA Neighborhood Improvement Public Works Facilities Management General Services Department of Mobility (Public Works supported positions) <p>GRU</p> <ul style="list-style-type: none"> CustomerSupport Services Budget & Finance 	<p>GG/GRU</p> <ul style="list-style-type: none"> Gainesville Police Department (GPD) *City Attorney (including GRU Legal Services) *City Auditor *City Manager *Clerk of Commission *Equal Opportunity *HR/OD *Community Relations <p><i>*Other than Charter Officers and their direct reports</i></p>

Questions???