Task Groups

A - Recruitment Administration (100)

- Evaluates recruitment and selection criteria to ensure conformance to legal and professional, standards, and recommends revision as needed.
- Assists and advises management in organizing, preparing, and implementing recruiting and retention programs.
- Prepares and maintains employment records and authorizes assigning applicants to positions.
- Projects yearly recruitment expenditures for budgetary consideration and control.

Recruitment Administration Standards

Provides good fit candidates (competence, experience, and cultural fit) appropriate to openings being filled
Tracks and identifies most productive sources for recruits.
Leverages recruiting resources (staff and budget) to maximize impact
Accurately prioritizes and expedites critical vacancies

B - Hiring Process (90)

- Conducts reference and background checks on applicants.
- Reviews and evaluates applicant qualifications or eligibility.
- Coordinates candidate testing as applicable

Hiring Process Standards

Effectively screens applicants
Works effectively with HR and Operational Staff to minimize vacancies
As possible, fills vacancies with internal candidates
Minimizes "bad" hires

C - Interviewing (80)

- Arranges interviews with prospective employees.
- Interviews applicants to obtain work history, training, education, job skills, and other background information.
- Provides potential applicants with information regarding facilities, operations, benefits, and job or career opportunities in organization.

Interviewing Standards

Carefully adheres to all legal guidelines
Uses structured behavioral interviews, multiple interviewers, and other approaches to maximize the objectiveness and validity of interviews
Grades interviews immediately after interview (while clear in mind) and uses identified effective behaviors
Keeps others informed as needed