IT HIRING PILOT

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RECRUITMENT & ASSESSMENT SERVICES

DEPARTMENT OF HUMAN RESOURCES

February 18, 2015

- Expedite hiring to meet IT staffing needs (start with 1053 & 1054)
- Allow hiring manager input earlier in selection process
- Evaluate specific skill sets earlier in selection process
- Provide hiring departments with greater control & flexibility (e.g., special conditions, applicant pool size, referral process)

NEW PROCESSES & TECHNOLOGIES

- “Customized” announcement - use of Functional Title & Job Description. Flexibility on MQs and special conditions specific to position to be filled.
- Candidates self-report eligibility/self-screen on supplemental questionnaire.
- As they apply, eligible applicants sent link to take unproctored exams administered over the internet
- “Core” test, administered first via FastTest, measures analytical skills and basic business analyst abilities/knowledge
- Candidates receive “core” test scores immediately and scores are “banked” for future use

Passing candidates sent link to take oral interview online via Montage

Candidates video-record their oral responses to questions designed to assess KSAs related to special conditions

Hiring department SMEs access and rate access candidate-video recordings online

Hiring managers determine whether to extend the announcement

Score and rank on list determined by “core” test (50%) and oral/video interview (50%) results

List expires after 60 days unless hiring departments request longer duration

“NOTICE OF INQUIRY” AND POST-REFERRAL INTERVIEW OPTIONAL IN CERTAIN CASES

……when hiring department believes it has sufficient information to make a merit-based, objective determination as to who the best qualified reachable candidate(s) …. [CSC Memorandum No. 2014-16 issued 9/10/2014]

Selection decision could be based on:

- Performance on the examination
- Review of application materials and/or written supplemental submissions (e.g., to determine possession of desirable qualifications posted on the announcement)
- Reference checks
- Performance assessments/work samples

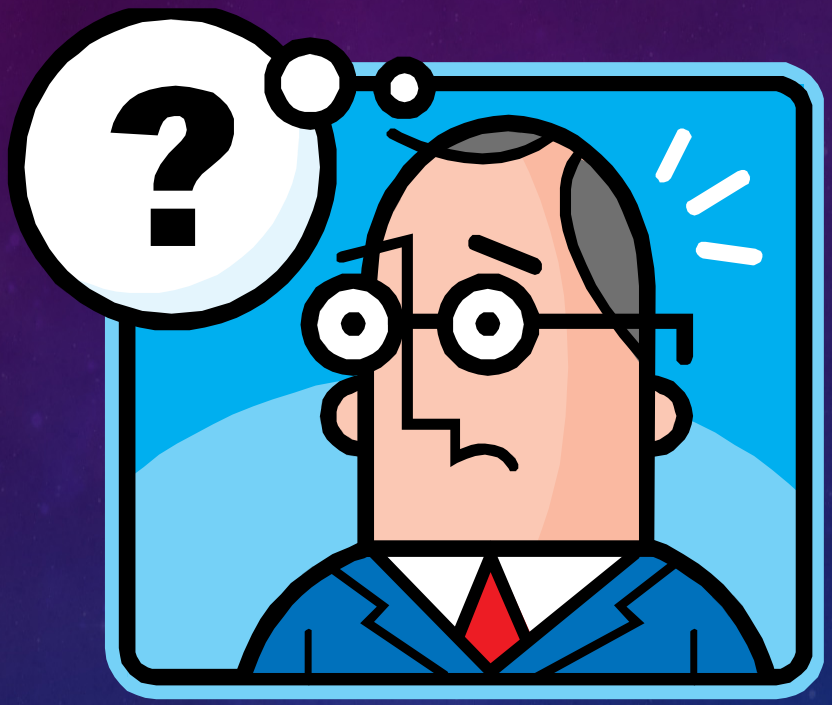
SUN	MON	TUE	WED	THU	FRI	SAT
	Posting Active 1	Posting Active 2	Posting Active 3	Posting Active 4	Posting Active 5	Posting Active 6
Posting Active 7	Posting Active 8	Posting Active 9	Posting Active 10	Posting Active 11	Post and Suspend 12	13
14	FastTest Invite 15	Core FastTest Exam 16	Core FastTest Exam 17	Core FastTest Exam 18	Montage Invite 19	Montage Oral Exam 20
Montage Oral Exam 21	Montage Oral Exam 22	Ratings Completed Extend? 23	Calculate Scores & Notify Candidates 24	Review Ratings 25	Review Ratings 26	27
28	Review Ratings 29	Review Ratings 30	Review Ratings 31	Adopt List 1		

CHECKLIST FOR PARTICIPATING DEPARTMENTS

Upon RTF approval, department sends following items to DHR

- ✓ Position #, List ID #, *functional* job title and job description
- ✓ Special conditions associated with position
- ✓ Department's Analyst Name (on announcement)
- ✓ Recruitment to be open more than 10 days?
- ✓ Eligible list need to be active more than 60 days?

- ✓ Rater names, titles, contact information & signed confidentiality agreements
- ✓ If recruitment outreach needed, name of SME to be contacted
- ✓ 3-7 exam oral questions
  - ✓ Time allotment to answer each question
  - ✓ Identify whether extended “think time” is needed to answer
  - ✓ If re-recording response is permitted, identify questions involved



QUESTIONS ?