

RAPID RECRUITMENT

WHAT?

- A Search Committee is not utilized for Rapid Recruitment (*RR*), only the Hiring Manager and the Human Resources Analyst will be involved.
- *RR* can be used to hire temporary and probationary/permanent (excluding unit 8) staff positions.

HOW?

- Hiring Manager requests the *RR* on the Request for Personnel Action (*RPA*) form when initiating the recruitment.
- To qualify, the Hiring Manager ***must be*** current with Interview training.
- Human Resources screens applications and recommends top candidates for interviews.
- Interviews will be conducted one-on-one by the Hiring Manager.
- Hiring Manager selects finalist, conducts reference checks, and completes Recommendation for Hire form.
- Copies of reference checks and Recommendation for Hire form is submitted to Human Resources Analyst for review.
- Subject to Human Resources review, an offer is made!