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!