




STARTING SMART:
The "Everything You Need to Know About Hiring" Workshop

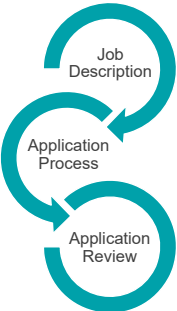
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AGENDA

-  *The All-Important Job Description*
-  *Preparing for An Effective Recruitment*
-  *The Interview: Before, During, and After*
-  *Let's Give It a Go: The Mock Interview*
-  *Questions*

Review of Recruitment Process





Start with...The Job Description

- Identifies job tasks & responsibilities
- Minimum and special qualifications
- Knowledge, skills & abilities
- Competencies



The Job Description: The Solution to So Many Problems

- Performance Management
 - Coaching, Evaluations
 - Discipline
- Organizational Structure
- Legal Compliance



Job Description Do's

- Give specifics (especially minimum and special qualifications)
- Be objective and accurate
- Connect qualifications and requirements with needs of the position
- Use a professional tone
- Focus on the future
- Anticipate need for flexibility



Job Description Don'ts

- Don't overload essential functions
- Avoid jargon or terms unique to your organization
- Eliminate terminology that could be interpreted as discriminatory
- Be wary of establishing unrealistic expectations
- Don't rely on outdated criteria
- No mistakes



Hiring for...Admin Assistant/IT Coordinator



Define Your Hiring Process

The phases of review:

- Application review and scoring
- Interviews
- Additional consideration techniques: skills demonstration, testing, meeting stakeholders
- Offer
- Background and reference check
- Pre-employment exam






Applications are rolling in...

Application Review

- Application complete?
- Review for minimum qualifications
- Review for desirable experience
- Use job description to match strengths of candidate
- Consider transferrable skills and experience
- Knowledge, skills, abilities and core competencies




citycounty insurance services
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Did you check the applicant's social media profiles?

Don't make me grumpy!



cityofcorydon.com/survey
 corydon.org

APPLICATION SCORING TOOL

Title of position: Administrative Assistant/Information Technology Coordinator
 Department: City Manager's Office
 Candidate's name: _____
 Date: _____ Formed by: _____

STEP ONE:

Minimum Qualification: To be considered for the position the candidate must meet the minimum Qualification level under education and experience and/or Special Certifications. Check the box if the job has been reviewed and the applicant was found to have increased the applicant's education and supporting materials.

Minimum Qualification	Pass	Does not meet	Not enough info.
High school diploma or GED			
College diploma or GED			
College certificate or diploma			
College certificate or diploma with experience which ensures the ability to perform the essential functions			

For applicants claiming Veterans' Preference:

- Question 1: Review OCEA or OCEIS. Is the applicant a qualified Veteran or Disabled Veteran who meets the requirements of 41 CFR 101.61?


Yes ☐ **No** ☐

 If the answer to Question 1 is yes, proceed to Question 2. If the answer to Question 1 is no, document your reasoning for this determination and score the applicant to less than interview point (one applicant).
- Question 2: Did the qualified Veteran or Disabled Veteran applicant submit sufficient and specific qualifications listed above?

Yes ☐ **No** ☐

 If the answer to Question 2 is yes, score the applicant for desirable experience and score the applicant to the interview phase of the hiring process. If the applicant elects the applicant to neither oral nor written test for desirable experience. If the answer to Question 2 is no, document your reasoning for this determination and only the applicant that is not an interview.

[Corydon.com/cis/Step2.html](http://corydon.com/cis/Step2.html)




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Hiring Smart: The Everything You Need to Know About Hiring Workshop

[illegible]

But don't forget Oregon's Veterans' Preference Law.


- Qualified?
- Eligible for preference?
 - Minimum and special
 - Transferable skills
- How is preference applied?
- Document, document, document.

A black and white silhouette image of four soldiers standing in a line on a dark, uneven ground. They are facing right. The soldier on the far left is holding a rifle. The second soldier is also holding a rifle. The third soldier is holding a rifle. The fourth soldier is holding a rifle. The background is white.[illegible]

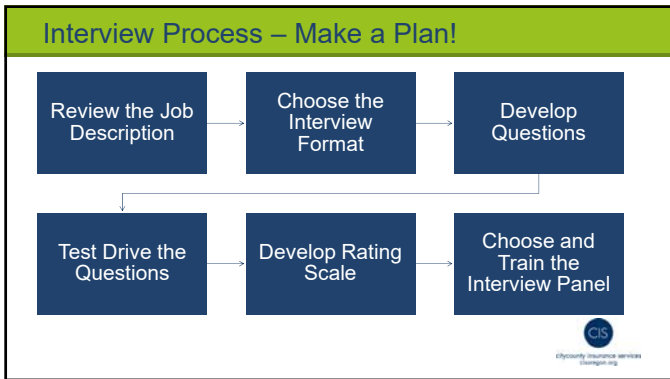


As the applications roll in...

Prep for the interview phase.



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seattle.gov



Interview Process

Review the job description. What do we want to learn?

1. Knowledge
 - What the candidate knows, or how they think
2. Technical skills
 - Ability to apply technical skills
3. Interpersonal skills
 - Ability to maintain effective and cooperative working relations

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Interview Process

- How are we going to get that information?
 - Consider different interview styles:
 - Panel Interview
 - Skills Test
 - Executive Interview
- Make sure that employees conducting the interview are trained

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Interview Formats

Technical Interviewing

- Questions are based on measurable knowledge – skills test or questions which require a correct technical answer

Behavioral Interviewing

- Questions based on actual past behavior

Situational Interviewing

- Questions based on hypothetical behavior



Structured Interview

All candidates are asked the same questions

Questions are prepared and reviewed for illegal questions

Rating scale is used

Interviewers are in agreement on acceptable answers

Tends to be more legally defensible



Interview Questions

- ✓ Why are you asking the questions you are asking?
- ✓ What do you hope to learn?
- ✓ Are the answers applicable?



Don't Ask Questions that Could Reveal...

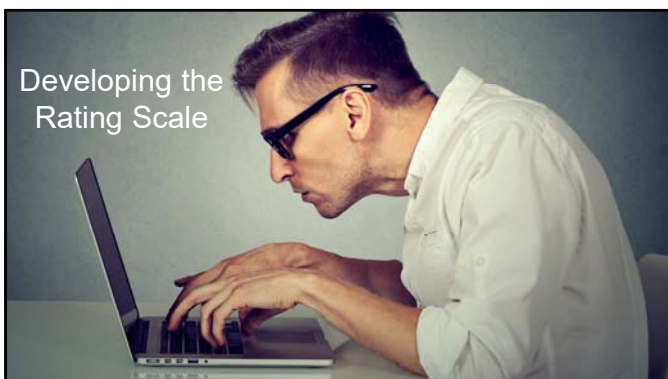
- Marital status
- Age
- Sexual orientation
- Political affiliation
- Religion
- Race/national origin, ethnicity
- Family composition/ issues (i.e., childcare)
- Disability, illness or medical conditions, or absences due to illness





**Evaluate
these
questions!**





KK2 PUB we will need voting slides here.
Katie Kammer, 12/6/2017

Scoring the Interview

10

Well Qualified

Demonstrates full understanding; fully knowledgeable to meet minimum standards of job requirements

5

Qualified

Demonstrates understanding to meet minimum standards of job requirements

1

Somewhat Qualified

Demonstrates some understanding to meet minimum standard of job requirements

0

No Experience

Does not demonstrate understanding to meet minimum standard of job requirements

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Accounting for Veterans' Preference

• Using ratios

• Ranges

• Scored v. unscored





Preparing the Interview Panel

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Interview Panel Preparation

- Consider panel composition:
 - Interview panel of more than one!
 - Diverse interview panel (age, sex, race, position in the organization)
- Train the interview panel
- Test-drive the interview questions
- Discuss the rating scale and preferred answers



Questions?

*Do not be afraid to ask dumb questions.
They are easier to handle than dumb mistakes.*

– Unknown



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