

PRE-RECRUITMENT PLANNING (PRP)

Recruitment Overview & Information

WHAT IS PRP?

Pre-Recruitment Planning is an opportunity for the hiring manager, recruiter, and HR Administrator to collaborate and thoroughly discuss all aspects of job recruitment. Structured, detailed recruitment planning in advance helps to ensure an efficient and effective recruitment process that can yield a pool of strongly qualified candidates and enable departments to meet their staffing needs.

JOB SPECIFICATION & QUALIFICATIONS

The first step of PRP is to review and discuss the current job specification to ensure the position being recruited will meet the department's strategic staffing needs. It is especially important to review the minimum qualifications. All minimum qualifications should be clear, concise, and represent the true minimum level of skill, experience and educational qualifications necessary to perform the basic job functions. Qualifications beyond those minimally required are considered preferred qualifications, and are not part of the official job specification, but may be identified in the posting and/or advertising. Major changes to the job specification may require filing a "Request for Review" with DHR's Classification Unit. The hiring manager must acknowledge they have reviewed and approve of the job specification before the recruitment process can proceed.

SCREENING, CANDIDATE LISTS & RANKED CANDIDATE LISTS

Recruitment Services screens all candidates to determine which applicants meet the minimum qualifications required for the position. Recruitment Services screens candidates based on responses to specific screening questions asked on the application. All candidates who meet the minimum qualifications will be routed to the hiring manager and included on the Candidate List. Recruitment Services will work with the hiring manager when developing the screening questions, which will, as much as possible, be yes-no and tie directly to the minimum qualifications.

A hiring manager should never interview or hire a candidate if that candidate has not been screened and routed by Recruitment Services. If a hiring manager feels candidate was omitted in error, they should contact Recruitment Services. The hiring manager should confirm that candidates they wish to interview or hire meet the minimum qualifications for the position. Candidates who do not meet the minimum qualifications and/or are not on the Candidate List are ineligible.

Any points displayed on the Candidate List are based on an initial review of candidates' minimum and preferred qualifications, and may include veterans' preference points. The Candidate List is not a final, official ranking of candidates. Other factors such as interviews, reference checks and/or test scores will factor into the final hiring decision. If a Ranked Candidate List is requested, candidates will be awarded points based on responses to specific screening questions that pertain to preferred qualifications. The hiring manager must provide a list of preferred qualifications in advance to receive a ranked candidate list. The hiring manager can work with Recruitment Services and/or their HR Administrator to develop the preferred qualifications.

RIF REEMPLOYMENT REFERRALS

All classified job openings are subject to RIF re-employment referrals UNTIL a written job offer has been extended to the selected candidate through the VTNR system. A hiring manager must forward the selected candidate's name to the HR Administrator and the Employment Coordinator within the VTNR system. The HR Administrator is responsible for preparing the written offer. Please be advised that until a written offer is extended, the position is still subject to RIF referral and the department may be required to hire an individual with re-employment rights. Hiring managers should NOT make a verbal offer prior to a written offer of employment.

Mandatory Interview

Any applicant on the Candidate List labeled "mandatory interview," must be offered an interview. The hiring manager will receive additional information under separate cover if there is an applicant with mandatory interview status.

Veterans' Preference

Points will be added to the scores of qualified applicants who are eligible for Veterans' Preference. Individuals who are eligible for veteran's preference may also apply and compete for positions being recruited as "State Promotional Only." Please refer to 3 V.S.A. 310(f) and 20 V.S.A. 1543 for more information regarding Veterans' Preference.

PRE RECRUITMENT PLANNING

Team Checklist

JOB TITLE:	POSITION NUMBER:
DEPARTMENT:	LOCATION:
HIRING MANAGER:	
PRIMARY RECRUITER:	
HR ADMINISTRATOR:	
DATE:	

<u>Complete?</u>	<u>ITEM</u>	<u>NOTES</u>
	Review the Job Specification <ul style="list-style-type: none"> Review Minimum Qualifications Is an RFR required? 	
	Review/Create Job Overview	
	Preferred Qualifications & Candidate List Points <ul style="list-style-type: none"> Does the Hiring Manager want points on Candidate List to reflect Preferred Qualifications? Identify Preferred Qualifications (<u>REQUIRED</u> if providing a ranked candidate list.) 	
	Posting Duration (Minimum 10 business days)	
	Posting Audience (Internal, External, Open, Dept. Only, etc.)	
	Review policies for contacting candidates, RIF, Mandatory Interview, and Veterans' Preference	
	Advertising Options <ul style="list-style-type: none"> Career Builder VT Job Link BFP, Rutland Herald, Times Argus Other (colleges, professional organizations, etc.) <p>NOTE: The department responsible for the job opening is accountable for all advertising costs.</p>	

