Dallas County Human Resources
Hiring Process

Phase I - Job Posting: (HR Employment Division & Hiring Department)

1. Hiring Department identifies open position for posting.

2. Hiring Department submits job posting via Taleo System to the Employment Division in Human Resources.

3. Employment Division submits job posting request to Auditor's Office/Payroll for funding availability; if no funding is available, the process stops after department is notified.

4. Employment Division compares job posting requests with job descriptions and approves.

5. Employment posts the job in Taleo within 24 hours of funding approval.

6. Employment consults with Hiring Department on recruiting strategies if requested.

7. Applicants begin applying for posted position(s) via Taleo.

Performance matrix for Phase I – Timeline = 24 hours after approval by Payroll

Phase II - Qualifications Review/Selection: (Hiring Department)

8. Hiring department reviews applications in Taleo System, selects candidates, and schedules interviews.

9. Hiring Department prints out applications (including assessment questions) of candidates selected for the interview(s) and provides each applicant with a copy of his/her application to review for accuracy, thoroughness, and completion ensuring that if changes are required, they must be made in Taleo prior to the department submitting the candidate to HR as the selected candidate for further evaluation and verification. The vendor is may not be able to verify employment history that does not include the phone number for the Human Resources Department and previous position held. The department needs to emphasize to the candidate that verification of employment is needed to create the Salary Analysis Worksheet in an effort to get the candidate maximum-in-hire.

10. Hiring Department makes a final decision and ensures that **any and all** work history, education, licenses, etc., the department wants to include in the evaluation of the candidate's qualifications are included on the candidate's application in Taleo. (Note: years of experience are key to getting a candidate to max-in-hire. The required years on the job description will only get the candidate to the minimum of the range.)

11. Hiring Department then submits the preliminary job offer to HR via Taleo which alerts the Employment Division that a final candidate has been selected and HR should start the evaluation of qualifications (Conditional Offer)

12. The Employment Division will send the Background link to the candidate. Which includes:
    - EEO-1 page
    - Background form
    - Ban-the-box
    - Voluntary self-identification of disability

Phase III – Review of Qualifications: (Employment Division)

13. If there are no issues or if all issues are resolved, Employment Division e-mails the selected candidate the Background Verification link for the candidate to upload his/her work history and identify information directly to the Third-Party Vendor.

    Note: If the candidate checks the box on the <u>Background Verification Form</u> that prior or current employer(s) may not be contacted, the vendor will *not* verify the candidate's employment for this company; therefore, the Employment Division will contact the hiring department who then assumes the responsibility for collecting alternative documents (tax returns, w-2, DD-214, letters, check stubs, etc.).

14. Once work history and identifying information has been uploaded by the candidate and submitted to the vendor, the Third-Party vendor completes the employment verification and background screen. When the screening is completed, the vendor will forward the completed background check via e-mail to the Employment Division. This **usually takes approximately 7-10 business days for local candidates from the date the candidate uploaded his/her work history).**

15. The Employment Division then verifies the candidate's application information against the data provided by the Third-Party vendor for a final evaluation of the candidate's qualifications.

16. If information is returned as "not verified" or it is significantly different, the hiring department is notified to either provide additional documentation or to notify HR to discontinue the processing.

    Performance Matrix - Timelines = Notification to provide background information = within 24 hours; Background check = approximately 7-10 days; final verification if no problems w/background = within 48 hours.

17. The Employment Division will move forward with creating the Salary Analysis Worksheet.

    If there are any concerns/issues regarding the candidate's qualifications or if this is a candidate for re-hire, those concerns are reviewed with HR management and/or the HR Director for resolution; and, if not resolved, a written response is forwarded back to the department.

Phase V – Audit of Qualifications/Salary Determination: (Employment & Compensation Divisions)

18. Once all required information has been documented and verified on the candidate, the Employment Division will complete the salary analysis. The documentation is compared to the civil service approved job description, and policies/procedures.

19. Employment Division calculates minimum/maximum in-hire salary range based on compensation guidelines and Dallas County/Civil Service rules and outlines on Salary Analysis Worksheet (SAW) all qualifications considered in determining the candidate's salary.

20. The SAW is then forwarded to Compensation for review and accuracy. After verifying, compensation will send the SAW to the department.

21. After the Salary Analysis Worksheet is received, The Department schedules the candidate for a physical examination with the Employee Health Center; if required, the candidate will be scheduled for a drug and alcohol (positions that are ("safety-sensitive.")

Phase VI – Job Offer/Acceptance: (Hiring Department)

22. Hiring Department receives the Salary Analysis Worksheet from the Compensation Division as well as the final job offer via Taleo which enables the department to make the formal job offer to the candidate.

23. Hiring Department makes the final offer to the candidate through Taleo and informs the candidate (by telephone or e-mail) that he/she must log in to Taleo under "My Account" to accept or decline the offer.

24. Hiring Department verifies the offer has been accepted or declined by the candidate.

25. Compensation then approves final job offer via Taleo System which automatically goes back to the hiring department allowing them to submit a formal job offer to the candidate.

Performance Matrix –Timelines = Determined by Department and timelines may vary.

Phase VII – On-Boarding the New Hire: (Hiring Department/Auditors Office/HR)

26. After the applicant accepts the job offer, the Department takes the following steps:

27. If the candidate passes all applicable criteria, the hiring department prepares and submits a New Employee and Position Change Form (Court Order) and Time and Attendance Form to the Auditor's Office no later than noon on Friday. The Auditor's office processes the court order and places the new hire on the Commissioner's Court Agenda after the Compensation Division has audited the Court Orders to ensure compliance with all applicable policies.

28. The Hiring Department schedules the applicant to attend a New Employee Orientation through the Employment Division.

29. The Department will email employment to take final action by closing the job posting in Taleo.

Performance Matrix – Timelines = Auditors Office – 48 hours + Compensation Division - 48 hours Other Timeline is determined by Hiring Department and may vary.

Dallas County Human Resources
Departmental Hiring Checklist Tool
(Department Use Only – Do not return to HR)

Pre-Selection

_____ Obtain position number

_____ Post position in Taleo System

_____ Review applications & assessment questions (ensure accuracy and full completion)

_____ Schedule interviews with candidates

_____ Interview candidates

_____ Provide an opportunity for candidates to review their applications to ensure accuracy

_____ Create offers in Taleo System to send to HR to evaluate candidate's qualifications

_____ Complete the "Evaluation of Qualifications" Checklist

_____ Send all required documentation to HR, including "Evaluation of Qualifications"

Post-Selection

_____ Receive salary analysis and a job offer from HR

_____ Submit job offer to the candidate through the Taleo System

_____ Schedule the employment physical with the Employee Health Center

_____ Schedule new employee for New Employee Orientation through Employment

_____ Prepare court order and submit to Auditor's Office

_____ Inform the Employment Division to close out the requisition.

Note: _Refer to the Hiring Policies and Procedures that are included in Chapter 86 of the Dallas County Code for detailed assistance._

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Evaluation of Qualification Checklist

(This sheet must be returned to HR/Employment)

Candidate's Name: _____ Department _____

Required Documents:

_____ **Taleo Application** *(The application must be accurate and thorough including month and year for each job currently and previously held, description of job duties, type of business, beginning & ending salary, supervisor, telephone number for Human Resources, full or part-time and reason for leaving, if applicable).*

_____ **Registration Assessment Questions** (*All 23 questions must be completed, paying special attention to questions #12 thru #16*)

_____ **Dallas County Most Wanted Database Results (***www.dallascounty.org/dcwantedsearch)*

_____ *Cleared* _____ *Not Cleared*

_____ **Copy of High School Diploma & Official College Transcript(s)** -- and any other applicable educational documents, certifications, licenses, etc.

_____ **Background Release Form** (*The form is located on the following link: Background Investigation Authorization Form*

https://www.dallascounty.org/Assets/uploads/docs/human-resources/employee-relations/BackgroundInvestigationAuthorizationForm.pdf

_____ **Request for Salary Analysis Form --** (The form is located on the following link:

Human Resources | Employee Relations Forms (dallascounty.org)

Other Required Documents (if required on the job description)

_____ **Copy of Driver's License** _____

_____ License(s) (ex. Counseling, registered nurse, bar card, etc.) _____

This checklist was completed by _____ on this date _____ .

I, _____ certify that I have reviewed and attached all documents required to start the evaluation of qualifications for this candidate.

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