



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 i-Recruitment System to the Employment Division in Human Resources.
3. Employment Division submits job posting request to Auditor's Office for funding availability; if no funding is available, the process stops after department is notified.
4. Employment Division compares job posting request with job description and approves.
5. Employment posts job in i-Recruitment System within 24 hours of funding approval.
6. Employment consults with Hiring Department on recruiting strategies, if needed.
7. Applicants begin applying for posted position(s) via i-Recruitment.

Performance matrix for Phase I – Timeline = 24 hours

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

8. Hiring department reviews applications in i-Recruitment 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 prior to the department submitting the candidate to HR as the selected candidate for further evaluation and verification.
10. Hiring Department makes 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 with the Evaluation of Qualifications Checklist.
11. Hiring Department then submits all required documentation to the Employment Division **and** submits the preliminary job offer to HR via i-Recruitment which alerts the Employment Division that a final candidate has been selected and HR should start the evaluation of qualifications.

Performance Matrix – Timeline is determined by the Department and will vary.

Phase III – Review of Qualifications: (Employment Division)

12. Employment Divisions receives the preliminary job offer from the department via i-Recruitment along with all required documents and starts the evaluation of all documents submitted within 48 business hours of receipt of all documents from the department.
13. If all required documents are submitted, the Employment Division Employment evaluates the selected candidate's qualifications based on the civil service approved job description. If preliminary review indicates qualifications may be met (pending verifications), the selected candidate moves to **Step 15**.
14. If documents are missing or incomplete, the Employment Division immediately notifies the hiring department and seeks assistance in obtaining the missing or incomplete documents and the process is put on hold until all documents are provided.

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.

Performance Matrix – Timeline = Employment Division Review = within 48 hours after receipt of all information from department; Final timeline = determined by the department and may vary.

Phase IV - Background and Credential Review: (Employment Division)

15. 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 identifying information directly to the Third Party Vendor.

Note: If candidate checks box on the Background Verification Form that prior or current employer(s) may not be contacted, the vendor will *not* verify the candidate's background; therefore, the Employment Division will contact the hiring department who then assumes the responsibility for collecting alternative documents (tax returns, w-2, etc.).

16. Once work history and identifying information has been uploaded by the candidate and submitted to the vendor, the Third Party vendor receives, completes and forwards the completed background check via e-mail to the Employment Division. This **usually takes approximately 5-7 business days for local candidates from the date the candidate uploaded his/her work history**).
17. Employment Division verifies candidate's application information against the data provided by the Third Party Vendor for a final evaluation of the candidate's qualifications.
18. 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 processing.

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

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

19. Once all required information has been documented and verified on the candidate, the Employment Division submits all paperwork to the Compensation Division to determine the candidate's pay range (conduct a salary analysis).
20. Compensation Division then evaluates and compares the candidate's qualifications with the documentation submitted and the civil service approved job description to determine the candidate's salary range and to audit the information submitted.
21. Compensation 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.
22. Compensation Division then e-mails to hiring department the Salary Analysis Worksheet (SAW) indicating the salary range the department may use to determine the final salary to offer the candidate.
23. Compensation then approves final job offer via i-Recruitment System which automatically goes back to the hiring department allowing them to submit a formal job offer to the candidate.

Performance Matrix – Timelines = within 48 hours for Compensation Division to complete salary analysis and return to the hiring department.

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

24. Hiring Department receives the Salary Analysis Worksheet from the Compensation Division as well as the final job offer via i-Recruitment which enables the department to make the formal job offer to the candidate.
25. Hiring Department makes final formal offer to candidate through i-Recruitment and informs the candidate (by telephone or e-mail) that he/she must log into i-Recruitment under "My Account" to accept or decline the offer.
26. Hiring Department verifies the offer has been accepted or declined.

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

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

27. When the applicant accepts the job offer, the Department takes the following steps:
 - ✓ Schedules candidate for a physical examination with Employee Health Center;
 - ✓ Schedules candidate for drug and alcohol tests if the position is "safety sensitive."
28. If 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 it on the Commissioner's Court Agenda after the Compensation Division has audited the Court Orders to ensure compliance with all applicable policies.

29. Hiring Department schedules applicant to attend New Employee Orientation through the Employment Division.
30. Department then takes final action by closing the job posting in i-Recruitment.

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
(Department Use Only – Do not return to HR)

Pre-Selection

- _____ Obtain position number
- _____ Post position in i-Recruitment System
- _____ Review applications & assessment questions (ensure accuracy and full completion)
- _____ Schedule interviews with candidates
- _____ Interview candidates
- _____ Provide opportunity for candidates to review their applications to ensure accuracy
- _____ Create offer in i-Recruitment 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 job offer from HR
- _____ Submit Job Offer to candidate i-Recruitment System
- _____ Schedule the employment physical with the Employee Health Center
- _____ Schedule new employee for New Employee Orientation
- _____ Prepare court order and submit to Auditor's Office
- _____ Close out position in i-Recruitment

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





Dallas County Human Resources Evaluation of Qualification Checklist

(This sheet must be returned to HR)

Candidate's Name: _____ Department _____

Required Documents:

_____ **I-Recruitment 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, 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:*
<https://www.dallascounty.org/department/HR/employeerelationsforms.html>) –
Background Investigation Authorization Form

_____ **Request for Salary Analysis Form** -- (The form is located on the following link:
<https://www.dallascounty.org/department/HR/compforms.html>)

Other Required Documents (if required on job description)

_____ **Copy of Driver's License**

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

This checklist 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.



Dallas County Human Resources **Employees Making a Difference. Every Day.**