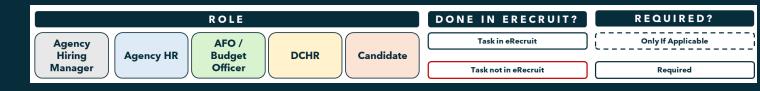
To-Be DC Human Resources Hiring Process

For Tier One & Tier Two Agencies

Created Collaboratively in Working Session #3; 4/8/2024



POSITION MANAGEMENT

Agency HR Specialist builds job opening with template in PeopleSoft (not Seamless Docs) Hiring Manager checks ATS dashboard and sees vacant position

Hiring Manager Submits request **If Necessary:** Change PD (DCHR) & Update

If not necessary: Have access to click existing PD & ensure it is accurate

HR Specialist
Begins
Position
Management
Process

Op
A
Specialist
A
Sp

Opportunity for Agency HR Specialist to edit question / posting Requirements of position (i.e., over \$150k, residency preference, security requirements, etc.) are automatically updated in posting

Agency HR Specialist completed PD, Position Number, Funded Certification & Question Set & it is already populated & available for viewing in PeopleSoft

RECRUITMENT & SELECTION

Job is posted → Candidates apply →

Once job opening is closed; there is an automatic report of candidates scoring 70/100

Provide Agency HR Specialist only candidates who scored 70 / 100 to review

Trigger notification for specialist to review Automatically sends rejection email to all applicants who scored under 70 Scheduling candidate interviews in PeopleSoft; ability to choose times & decline (i.e., Outlook integration)

RECRUITMENT & SELECTION

Make offer (all Candidate accepts All other offer & signs all documents in candidates are Notify DCHR PeopleSoft onboarding notified they did Notify agency Onboarding signed & received papers online in not receive in application) portal position

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DONE IN ERECRUIT? ROLE **REQUIRED?** Task in eRecruit Only If Applicable AFO / Agency Agency HR DCHR Hiring **Budget Candidate** Officer Manager Task not in eRecruit Required

POSITION MANAGEMENT

CLASSIFICATION

Agency completes recruiting packet

Agency builds the job opening

OCTO budget encumbrances

Position management workflow Approved & budgeted vacant position

JOB REQUISITION

Posting created in PeopleSoft Standard template with ability to customize portion of posting

Question set selection (reduce or simplify)

If agency included job attribute (nonperson profile) do search / match

Include questions & answers from question set

JOB SCREENING

RECRUITMENT & SELECTION

RECRUITMENT & SELECTION

Person & nonperson attributes matched

Candidates ranked based on questions

Candidate pod (?)

Select top

Automated scheduling interviews in PeopleSoft; ability to choose times and decline

Make offer (all documents in PeopleSoft signed & received in application)

Candidate accepts offer

RECRUITMENT & SELECTION

All other candidates are notified they did not receive position

Notify agency

Notify DCHR

Onboarding