

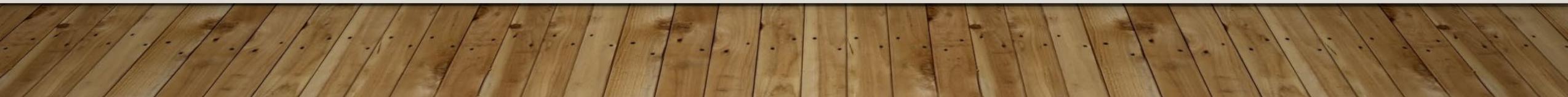
DANE COUNTY RECRUITMENT PROCESS





VACANT POSITION

- Vacancy Occurs
- Approval Process



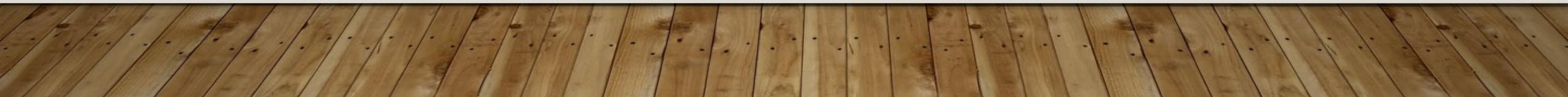


HR ASSIGNMENT

- Follow EBH & Ordinance
- Review necessary documents
- Create Posting
- Once approved by Hiring Manager, post for 2 weeks
 - ✓ Internal Posting – open on Wednesdays
 - ✓ External Posting – open on Fridays
- Advertise job opening

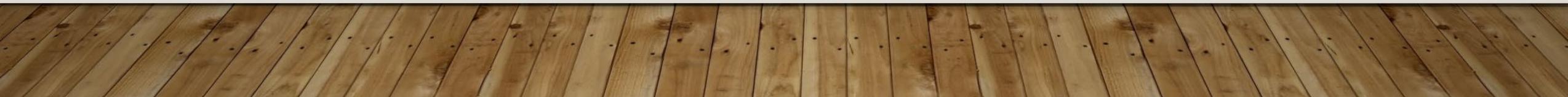


POSTING CLOSES

- Screen applicants for minimum qualifications
 - Exam/Grading of applicants
 - Finalize Eligible List
 - Refer candidates to Hiring Department for Interview
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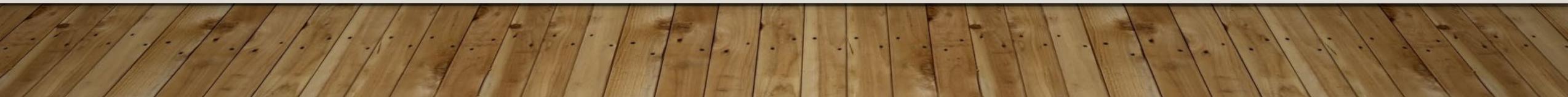


BILINGUAL RECRUITMENTS

- Require an oral translation of a passage from Spanish to English and English to Spanish; for Hmong, candidates are tested in-house during the interview
 - Exam moved from a pass/fail to a graded scale in 2019; 70% score required on both exams in order to pass
 - Select words and phrases are pulled from the passages and graded on vocabulary, grammar, register/style, false cognates
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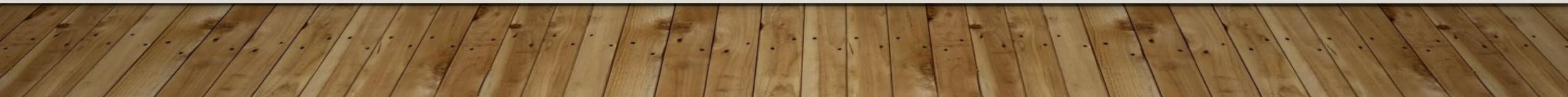


ALTERNATIVE SELECTION

- The process of creating the job posting for AS recruitments is the same
 - By requesting Alternative Selection, the position is **not** posted internally or externally—it is sent exclusively to our Alternative Selection partners, who inform their clients, students, employment specialists, case managers
 - All applicants must be referred by our designated Alternative Selection sources to be eligible for consideration
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ALTERNATIVE SELECTION

- Minimum requirements must still be met
 - Candidate names are referred to the dept. The department must interview all applicants found through Alternative Selection before any other recruitments can occur
 - If at the end of the two-week posting period, no qualified Alternative Selection applicants are found, the position is posted as an Open/Promotional recruitment
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QUESTIONS?

