

RAPID RECRUITMENT

WHAT?

A Search Committee is not utilized for Rapid Recruitment (*RR*), only the Hiring Manager and the Human Resources Analyst will be involved.

RR can be used to hire temporary and probationary/permanent (excluding unit 8) staff positions.

HOW?

Hiring Manager requests the *RR* on the Request for Personnel Action (RPA) form when initiating the recruitment.

To qualify, the Hiring Manager ***must be*** current with Interview training.

Human Resources screens applications and recommends top candidates for interviews.

Interviews will be conducted one-on-one by the Hiring Manager.

Hiring Manager selects finalist, conducts reference checks, and completes Recommendation for Hire form.

Copies of reference checks and Recommendation for Hire form is submitted to Human Resources Analyst for review.

Subject to Human Resources review, an offer is made!