

# Municipal Court Clerk Recruitment Process

Human Resources Department

August 24, 2015

# Recruitment Review

- ▶ Position posted May 22 – July 6, 2015
- ▶ Recruitment outreach to 125 entities
- ▶ Received 47 applications
- ▶ Phone interviewed 11 candidates
- ▶ Public Safety Committee identified 4 candidates to move forward to in-person interviews.

# Interview Logistics

- ▶ Two interview panels will conduct in-person interviews on Friday, August 28 from 9:00 – 4:00 p.m.
- ▶ Each interview will be one hour.
- ▶ A reminder email and interview materials will be sent to all interview panelists by Wednesday, August 26.

# Timeline

Week/Date	Task(s) and Milestones
May 22	<ul style="list-style-type: none"> <li>• HRD posted position on-line on City employment website.</li> </ul>
Week of May 25	<ul style="list-style-type: none"> <li>• PIO posted recruitment profile/brochure on City website on May 26.</li> <li>• HRD placed ads on niche websites and posts on social media.</li> <li>• HRD sent hardcopy recruitment profile to targeted individuals.</li> </ul>
Weeks of May 25 – June 16	<ul style="list-style-type: none"> <li>• HRD screened applications.</li> <li>• HRD provided weekly updates to PSC.</li> </ul>
July	<ul style="list-style-type: none"> <li>• HRD closed on-line job posting July 6</li> <li>• HRD phone interviewed qualified candidates July 17 and 20.</li> </ul>
August	<ul style="list-style-type: none"> <li>• HRD presented candidates to PSC on August 5. Four candidates were identified for in-person interviews.</li> <li>• PSC Panel and second interview panel interviews four candidates on August 28.</li> <li>• PSC identifies top candidate.</li> </ul>
September	<ul style="list-style-type: none"> <li>• HRD coordinates background and reference checks for top candidate.</li> <li>• Council appoints new Municipal Court Clerk.</li> <li>• HRD facilitates relocation process (if applicable).</li> </ul>
TBD	<ul style="list-style-type: none"> <li>• Municipal Court Clerk starts work.</li> </ul>

# Next Steps

- ▶ Conduct in-person interviews.
- ▶ Identify top candidate.
  - Conduct pre-employment checks.
- ▶ Draft offer letter for approval.
- ▶ Council appoints top candidate to Municipal Court Clerk position.
- ▶ Candidate starts.