

**Streamline the Hiring Process for Uncovered Positions**  
**Presentation Notes for January 24, 2008**  
**Development / Operations Meeting**

The team met on August 13, 2007.

The Current Hiring Process for Uncovered Positions was reviewed. Changes were discussed. ADOT is no longer under the requirements of the Consent Decree which allows some changes permissible. Suggestions were made for immediate improvement.

The following suggestions for improvements can be made now.

- Indicate to the analyst if the same announcement has been used previously. Announcements used for the same position will not need another approval from the hiring manager.
- Submit interview questions to HR Analyst prior to or same time when requisition is submitted.
- Uncovered positions may be advertised for 5 days. There is flexibility to advertise longer if needed.
- Advertise position prior to being vacant.
- Approved questions may be reused. Reference the position number that the approval was received.
- On Hiring Gateway use prescreening questions such as: what is acceptable salary?
- Resumes may be reviewed by the hiring manager after the advertisement closes to determine eligibility of the candidates. Notify the HR Analyst if this is requested. The Hiring Manager will identify the candidates which are eligible and provide to the HR Analyst.
- Make a “conditional offer” to negotiate acceptable salary subject to approval prior to submitting Request to Appoint Memo to SEO.
- Work with the ASO.

Any questions?