

Procedures for Recruiting Skilled and Professional Service Positions

- The *personnel liaison* from the requesting Administration/Division forwards an accurate MS-22 (Position Description) and a “Request to Recruit” form to the assigned Office of Human Resources, Employment Division professional *Personnel Officer*.
- The *Personnel Officer* researches the position to ensure that it is viable to use for recruitment, that the classification appears to be appropriate based on the description of job duties, and that it is not marked for study by the Classification Division.
- The *Personnel Officer* contacts the *personnel liaison* to discuss recruitment strategies, such as: use of an existing eligible list; whether there are candidates of interest who might be able to transfer or reinstate to service; or, development of a new list of eligible candidates.
- Using an existing or newly established eligible list, the *Personnel Officer* ensures that letters are sent to the top 25 candidates to determine if they are interested in the particular position.
- Interested applicants submit a resume to the *hiring manager* within two weeks of date of letter.
- *Hiring manager* or *interview panel* review responses and select applicants for interviews (minimum of 3 interviews).
- *Hiring manager* or *interview panel* conduct interviews with selected candidates, ensuring first that interviewer(s) have been properly briefed for EEO purposes. Upon selection of an acceptable candidate, the *hiring manager* begins the process of salary and start date negotiation after receiving guidance on the process from the *Personnel Officer*.
- The *personnel liaison* completes the selection process by submitting a “Request to Appoint” form and necessary backup and approval signatures to the *Personnel Officer*.
- After review of the documentation, the *Personnel Officer* approves the *personnel liaison* or *hiring manager* to commit the position to the selected applicant. Only after approval is received from the *Personnel Officer* can a verbal commitment be given to applicants.
- *Personnel Officer* sends official commitment letter to selected applicant, which formally commits the Department to the start date, classification and salary.

Personnel Officer – Employment Services Unit – 410-767-6403

Recruitment Officer – Recruitment and Selection Division 410-767-1251

The Office of Human Resources (OHR) is pleased to provide Procedures for Recruiting. These procedures have been developed for use by those DHMH Administrations who rely on OHR Personnel Officers for their general HR needs, including recruitment and benefits, employee relations, and classification. Procedures may be adapted for use by those facilities or local health departments with independent personnel officers.

Procedures for Recruiting Management Service and Special Appointment Positions

- The *personnel liaison* from the requesting Administration/Division forwards an accurate MS-22 (Position Description) and a “Request to Recruit” form to the assigned Office of Human Resources, Employment Division professional *Personnel Officer*.
- The *Personnel Officer* checks the PIN to ensure that it is viable to use for recruitment, that the classification appears to be appropriate based on the description of job duties, and that it is not marked for study by the Classification Division.
- The *Personnel Officer* forwards the request to the OHR Recruitment & Selection Division. The Recruitment and Selection Division *Recruitment Officer* will contact the *personnel liaison* or *hiring manager* to discuss recruitment strategies, particularly advertising options, in order to capture a broad range of applicants.
- The *Recruitment Officer* develops and posts position announcements and advertisements.
- Responses to the position posting and advertisements are directed to the *Recruitment Officer* for review and approval of the minimum qualifications of applicants.
- Copies of applications received from eligible candidates are forwarded by the *Recruitment Officer* to the *personnel liaison*, *hiring manager* or *interview panel* for further review and rating of applicants. At this time, if requested, the *Recruitment Officer* provides assistance to the *hiring manager* or *interview panel* in developing applicant rating sheets to be used to screen and interview candidates. The *hiring manager* or *interview panel* ensures that appropriate EEO briefings have occurred.
- *Hiring manager* or *interview panel* reviews and rates eligible applicants and selects specific applicants for interview (minimum of 3 interviews).
- *Hiring manager* or *interview panel* conducts interviews with selected candidates. Upon selection of an acceptable candidate, the *hiring manager* begins the process of salary and start date negotiation after receiving guidance on the process from the *Personnel Officer*.
- Upon receipt of approval of salary from the *Personnel Officer*, the *personnel liaison* begins confirmation of selection process by submitting a “Request to Appoint” form and necessary backup and approval signatures to the *Personnel Officer*. All copies of applications and rating sheets used in the selection process should be forwarded back to the *Recruitment Officer*.
- After review of the documentation received the *Personnel Officer* approves the *personnel liaison* or *hiring manager* to commit the position to the selected applicant. Only after approval is received can a verbal commitment be given to applicants.
- *Personnel Officer* sends official commitment letter to selected applicant, which formally commits the department to the start date, classification and salary.

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