

The Hiring Process

Summary:

- If you need to fill a vacancy you should work closely with your business unit resource coordinator (determine if funding is available through freeze exemption and which documents should be submitted).
- Determine at what level you would like to fill the position (full performance or at a lower level).
- Submit appropriate documentation to your resource coordinator and this individual will seek approval.
- If approved, DOCHROC will contact you regarding next steps.
- DOCHROC's performance (including customer service) is tracked; please contact your Resource Coordinator with any concerns.

Information You Need to Know:

It is important that you work closely with your business unit resource coordinator when attempting to fill a vacancy and your HR staffing specialist. There are many steps involved in the process and constant communication between these two business partners and yourself will assist in making it a smooth process.

There are many resources available to assist you in interviewing and selecting the right candidate. Please take a minute to view the additional information provided below.

Peer Insight:

We want to hear from you. Do you have any suggestions on how to reward and/or recognize employees? Do you have any tips or best practice ideas? Please share your ideas with ITA at ITABestPractices@mail.doc.gov

At this time there are no best practices from ITA Leaders.

For more information on this topic check out these resources:

Web sites:

[Hiring the Best People for Your Agency](#)

[Hiring Employees: A Checklist for Success in Hiring Employees](#)

[Top Ten Recruiting Tips](#)

[Plan Your Recruiting to Ensure Successful Candidate Selection](#)

[Recruit and Hire the Best – Free Course](#)

[Want a Superior Workforce? Hire the Best Employees for High Performance](#)

[Ask Right to Hire Right: Effective Interview Questions](#)

[Interviewing Styles: Tips for Interview Approaches](#)

Webcast:

[Recruiting Secrets of Great Leaders](#)

Books:

[A Manager's Guide to Hiring the Best Person for Every Job](#) *By DeAnne Rosenberg*

Comprehensive guide on hiring that covers everything from structuring interviews to reading body language and assessing candidates. Includes explanations of the different kinds of questions that should be used in an interview and provides an excellent matrix for assessing the trade-offs between different candidates. Outstanding resource for managers wishing to refine their hiring skills.

[High Impact Interview Questions 701 Behavior-Based Questions to Find the Right Person for Every Job](#) by Victoria A. Hoevemeyer

High-Impact Interview Questions shows you how to use competency-based behavioral interviewing methods that will uncover truly relevant and useful information. By having applicants describe specific situations from their own experience during previous jobs (rather than asking them hypothetical questions about "what would you do if..."), you'll be able to identify specific strengths and weaknesses that will tell you if you've found the right person for the job. The book contains 701 questions you'll be able to use or adapt for your own needs, matched to 62 in-demand skills such as customer focus, motivation, initiative, adaptability, teamwork, and more. It allows you to move immediately to the particular skills you want to measure, and quickly find just the right tough but necessary questions to ask during an interview.