Office of *Human* Resources

HOW TO HIRE IN 30 DAYS

To hire talent faster and reduce the time to hire, departments can implement several strategies that do not require new resources such as advanced technology. **Below are three strategies successful hiring teams use to accelerate the hiring process and decrease hiring time.** Note that some positions are more conducive to quick hiring, and we encourage you to talk to your recruiter about which of your positions can be hired for within 30 days.

BUILD A PARTNERSHIP

Fast hiring depends on partnership and transparency. Work with your recruiter to lay out clear deadlines, roles, and department needs to build understanding and accountability. Shared goals and a clear roadmap provide the destination and path.

CREATE AND COMMIT TO A TIMELINE

Create a hiring timeline and communication strategy with your Recruitment Specialist, which will help you assess your bandwidth, allocate adequate resources, and shorten the time to hire for your team. It will also help OHR prioritize their tasks.

PREP YOUR DEPARTMENT FOR INTERVIEWS

Have as many people as possible in the department undergo training to interview candidates. This will help you build multiple interview panels at any given point and decrease the burden on a select few.

> "With our partnership, MCPL and OHR, were able to **decrease the average time to hire from 100 days to 45**. We cannot [accelerate] the hiring process without partnership, willingness and commitment to changing the process."
>
> *Dr. Lolita Weedon, Hiring Manager, Montgomery County Public Libraries*

Here are some additional pointers on how to accelerate your hiring process:

BEFORE THE JOB POST IS UP

- ❑ Ask your recruiter what the shortest timeline is for having the job ad up. **You can post it for as little as five days.**
- ❑ **Add panel interview dates to the job ad** so that candidates know your timeline.
- ❑ **Create interview panel before you advertise the job ads.**
- ❑ **Get new employees to take the Interview and Selection training** in the first 90 days.

BEFORE ELIGIBILITY LIST

- ❑ **Start interviews within three days of receiving the eligibility list (EL).**
- ❑ **Align on department needs for the applicant pool with your recruiter.** This could be about your dream EL, its size, and applicant skills.
- ❑ **Check interview panel's availability** and block their calendars.
- ❑ If a panel member is unavailable, **talk with your recruiter sooner rather than later**.

DURING & AFTER INTERVIEWS

- ❑ **Use Hiring Process Playbook to plan for the interview process.**
- ❑ **Finish wage analysis within three days of candidate selection.** MCPL has used this self-imposed deadline to move quickly through the process.
- ❑ **Collect reference check information before the interviews begin** and conduct reference check within two days of finalizing the candidate.