

Action Plan: Clerk Recruitment		
Task	Assigned To	Timeline
Identify active publications and websites for advertising. Recommendations include: 1. National Association of Counties (NACO) 2. Virginia Association of Counties (VACO) 3. Virginia Town and City (VML publication) 4. Alliance for Innovation 5. Indeed.com 6. County website, Facebook, Twitter 7. Virginia Municipal Clerks Association	HR	By February 19
Update Position Analysis Questionnaire to identify time allocations	Ella	By February 12
BOS review of time allocations and input on revised Job Description	BOS	February 22
Gather benchmark market data	Lorna	By February 19
BOS review of revised job description, profile and posting for advertising Posting -March 1-April 1	BOS	By February 26
Consider identifying stakeholders to provide input into selection criteria. Possible stakeholders include: <i>County Attorney's Office staff, Community Development staff, School</i>	BOS	March 2

<i>Board Clerk, County Executive's Office staff</i>		
Feedback Collected		By March 11
Finalize the selection criteria (to include desired attributes) / screening sheet development.	HR/CE to draft, BOS review and comment	By Week of March 14
Schedule dates for first and second round interviews	HR/CE to draft, BOS review and comment	By Week of March 14
Proposed interview questions and any additional selection tools (i.e. writing exercise), interview panel development	HR/CE, BOS review and comment	By Week of March 21
Application screening HR reviews and screens each application based on minimum qualifications and identified criteria and identifies candidates whose qualifications most closely match established criteria BOS members have access to review all applicants through TalentED	HR	April 4-5
Phone screening invitation	HR	April 6 – 8
Phone screening to identify candidates to interview	HR	Week of April 11

First round interviews	All BOS members, HR,CE	Week of April 18- Dependent on schedules
Reference checks for applicants advancing to second round interviews.	HR	Week of April 25
Second round in-depth interviews	All BOS members, CE,HR	TBD – Possible week of May 2
Final Candidate selected	Full Board	TBD – Possible week of May 9
Compensation recommendation	HR	TBD
Verbal offer extended	Diantha, Norman	TBD
Offer letter and onboarding process	HR	TBD
Ella Jordan's Last Day		May 31, 2016

Considerations:

- 1) Maintaining applicant confidentiality throughout process
- 2) BOS availability and schedules
- 3) Best practices:
 - a. Review of Job Description- Review current responsibilities and **consider future responsibilities/requirements of position in our changing environment, to include technologically.** This includes a review of essential functions; knowledge, skills and abilities, and education/experience (educational requirements often increased due to required skills). HR reviews for appropriate paygrade, FLSA status and market data; sometimes resulting in recommending paygrade change.
 - b. Design of selection process- Use behaviorally based interview questions, consider written exercise to assess writing, analytical and research skills.
 - c. Interview training for all individuals involved in selection process