



King County

King County's Vision

Continue reading →

Overview

Plan  
Prepa

Job Announcement

Outreach &  
Advertising

Screening  
Applicants

Interviews-  
Preparation &  
Facilitation

Policies, Contracts, Rules and  
Guidelines

Final Selection &  
Offer

Onboarding &  
Retention

# Hiring an Excellent Workforce

Hiring an Excellent Workforce Toolkit  
Recruitment Checklist



Excellent Workforce  
& Other

NEOGOV Training &  
Information

Countering  
Bias in

Much Like  
a Small  
City

At  
16,000  
Employees



## The Electorate of King County

County Executive

County Council

County Assessor

Prosecuting Attorney

District Court

Superior Court

Elections

## The Executive Branch

Dept. of Human Resources

Dept. of Public Defense

Dept. of King County IT

Dept. of Community & Human Services

Dept. of Local Services

Dept. of Executive Services

Dept. of Natural Resources & Parks

Public Health of Seattle & King County

Metro Transit Dept.

Dept. of Adult & Juvenile Detention

Dept. of King County Sheriff's Office

Dept. of Judicial Administration



# Standard Recruitments are Often Completed in 90 Days

Accomplished By	Recruitment Activity
Dept HR	Approved requisition is received by HR.
Dept HR and Recruiter	Approved requisition is assigned to recruiter-
Recruiter and Hiring Mgr	Recruiter connects with hiring manager to schedule the initial consultation
Recruiter and Hiring Mgr	Initial consultation is held
Recruiter and Hiring Mgr	Confirm availability of SME, interview panel, and reserve any required interview location
Recruiter and Hiring Mgr	Develop recruitment outreach and marketing plan
Recruiter and Hiring Mgr	Develop draft and route for review by hiring manager and others as necessary
Recruiter	Open the recruitment
Recruiter	Conduct Interim confirmation of candidate viability - adjust closing date or outreach if necessary
Recruiter	Recruitment closes
SME	Available and/or most competitive candidates evaluated by designated SME or committee
Recruiter	Interview schedule is developed to include prebrief and debrief, candidates are invited to interview
Recruiter	Interview confirmations with date, time, contact information and other details are sent through email
All	Interview questions are reviewed by hiring manager and panel members
Recruiter	Panel packets are routed to panel members at least 24 hours prior to the interviews
Recruiter and Panel	Interviews are held
Recruiter and Panel	Debrief is conducted, finalist candidate(s) are identified
Recruiter	Finalist candidate information is submitted to HR
HR and/or Recruiter	Offer is made to the successful candidate providing a two week notice to current employer if applicable
Hiring Manager or Recruiter	Internal candidates are notified and regretted
HR and/or Recruiter	Orientation is scheduled and offer letter is sent.
Recruiter	All other applicants are regretted via NEOGOV, and the recruitment is closed
Employee	New employee reports to work

**Selection Completed**

# Executive Hiring



King County

## Director Specific Division

Wednesday, October 23		
2:30 p.m.	All Candidates - Facilities Tour	
Thursday, October 24		
Conference Room		Conference Room
	First Round Interviews	Meet and <u>Greet</u>
8:00 a.m.	Panel Pre-Brief	
8:30 a.m.	Candidate	
9:00 a.m.		Participants Pre-Brief
9:30 a.m.	Candidate	Candidate
10:30 a.m.	Candidate	Candidate
11:30 a.m.	Candidate	Candidate
12:15 p.m.	Debrief	
12:30 p.m.		Candidate
1:15 p.m.	Relocate to Conference Room	Debrief – Participants Excused
1:30 p.m.	Executive Summary →	Read Out*
Friday, October 25		
Conference Room		
	Second Round Interview(s)	
9:30 a.m.	Panel Pre-Brief	
10:00 a.m.	Finalist	
11:00 a.m.	Finalist	
11:45 a.m.	Debrief	

### PARTICIPANTS

#### First Round Panel Members

Panel Member  
Panel Member  
Panel Member  
Panel Member  
Panel Member  
Panel Member  
Panel Member

#### Meet and Greet Participants

Senior Leader  
Senior Leader  
Senior Leader  
Senior Leader  
Senior Leader  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant  
Participant

#### Executive Summary Read Out

All First Round Panel Members  
Senior Leader  
Senior Leader  
Senior Leader  
Senior Leader

#### Second Round Interview

Senior Leader  
Senior Leader  
Senior Leader  
Senior Leader  
Senior Leader  
Senior Leader

# Succession Planning & Leadership Development

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- Internal promotions (Career Service) are encouraged but always competitive
- Special Duty assignments are available to current staff
- Professional Development scholarships offered annually
- Fellowships, internships and other career field introductory opportunities are available



The long walk to the  
interview room.

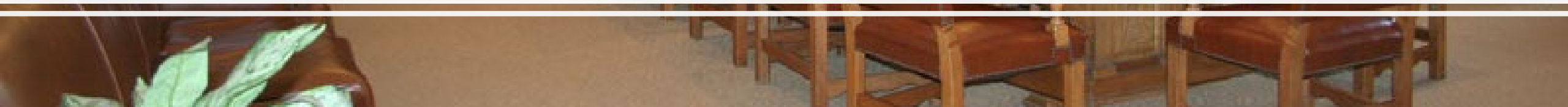
Maybe it will be more  
relaxed inside?







At least 13 of the interviewers can make eye contact, the others would need to be in chairs at the sides of the room.





# Removing Barriers to Increase Equity

Standardized training & practices to reduce implicit bias

Dashboard ready demographics for workforce planning

Recruitment applicant flow data accessible in real time

Over 400 outreach and marketing venues

# Increasing Equity and Inclusion



NEOGOV Insight Pro User Training

08 21 47  
days hrs min

Trains users on all of the best practice steps as performed in Insight from the beginning through the hire; A pre-requisite for the Insight Super User course.

REGISTRATION CLOSED; CLASS FULL

NEOGOV Insight Super User Training

36 22 17  
days hrs min

Trains users on how to incorporate some of the more complex system functions - report building, advanced filtering, auto-scoring evaluation steps, testing evaluation steps.

REGISTRATION CLOSED; CLASS FULL

This block contains two registration pages for training courses. The left page is for 'NEOGOV Insight Pro User Training' and the right page is for 'NEOGOV Insight Super User Training'. Both pages show a countdown timer (08 21 47 days and 36 22 17 days respectively) and a message 'REGISTRATION CLOSED; CLASS FULL'. A green arrow points from the 'NEOGOV Training & Information' logo to the Pro User Training page.

Countering Bias in the Interview

Implicit Bias Training

King County

This slide features a woman in a business suit sitting in a chair. The text 'Countering Bias in the Interview' is in a blue box, and 'Implicit Bias Training' is below it. The King County logo is in the bottom left corner. A green arrow points from the 'NEOGOV Training & Information' logo to this slide.



# Tips for Getting Connected

- Read up on what we are doing and how we are moving forward in our major efforts.
- [Business Development and Contract Compliance - King County, Washington](https://kingcounty.gov/en/legacy/depts/finance-business-operations/business-development-contract-compliance)
  - <https://kingcounty.gov/en/legacy/depts/finance-business-operations/business-development-contract-compliance>