



TOWN OF
AMHERST
MASSACHUSETTS

TOWN OF AMHERST RECRUITING STRATEGY

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DIRECTOR OF HUMAN RESOURCES

STARTING POINT

- Positions were posted on Town website and indeed™
- Applications taken on-line and paper form
- Candidate diversity tracked; not measured
- Time to Filled tracked; not measured



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TOP RECRUITING TRENDS

TOP TRENDS SHAPING THE FUTURE OF RECRUITING AND HIRING

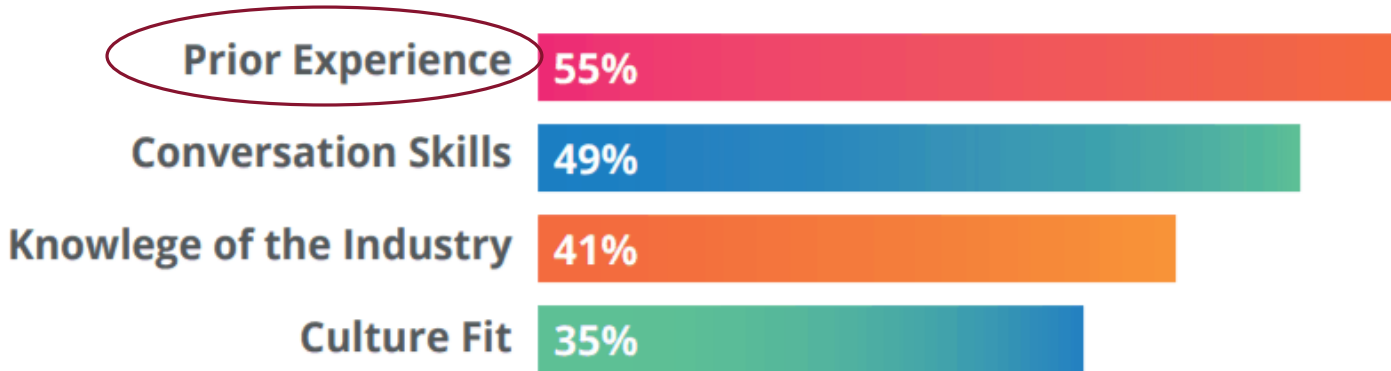


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WHAT MATTERS?

Experience Matters, but That's Not All

Most likely to influence hiring decisions during an initial in-person interview.



Source: LinkedIn -Top Hiring Trends for 2018



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CHANGES TO PROCESS

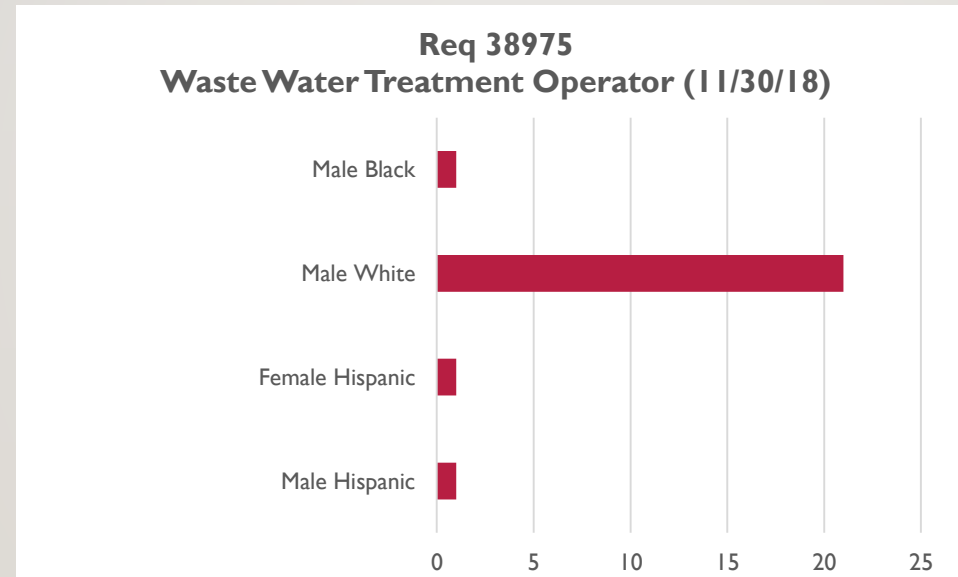
- Candidate Sources are tracked; measured and used for advertising purposes
- Positions are posted on job boards based on the position
- Paper applications are entered into the system for tracking
- Candidate diversity is tracked and monitored
- Time to Filled is tracked, measured and used to determine way to improve process



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EXAMPLE #1: DPW – WASTE WATER TREATMENT PLANT OPERATOR

- Posted 11/30/18
- Filled 04/29/19
- Time to fill 150 days



Posted to:

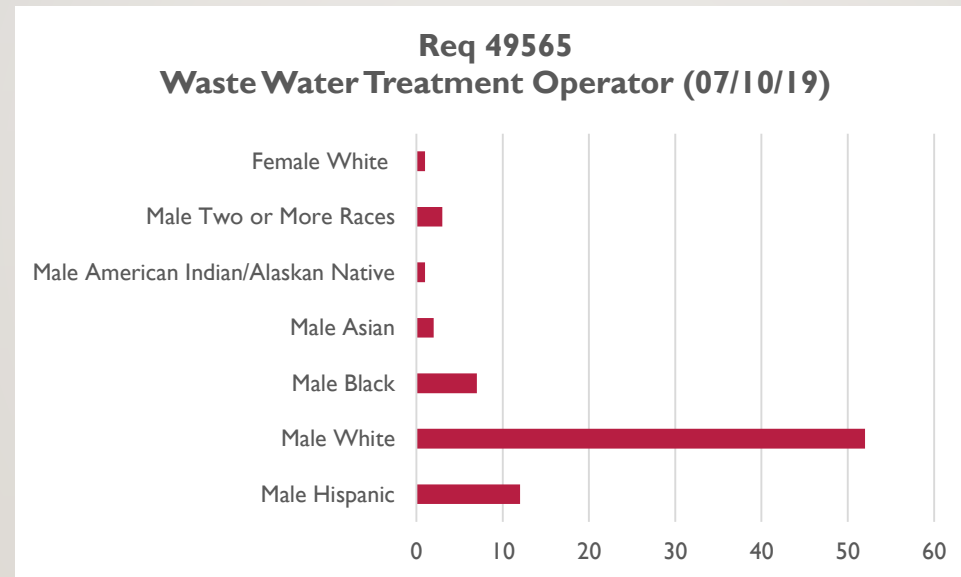
- Town Website
- indeed



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EXAMPLE #1: DPW – WASTE WATER TREATMENT PLANT OPERATOR

- Posted 07/10/19
- Filled 09/27/19
- Time to fill 75 days



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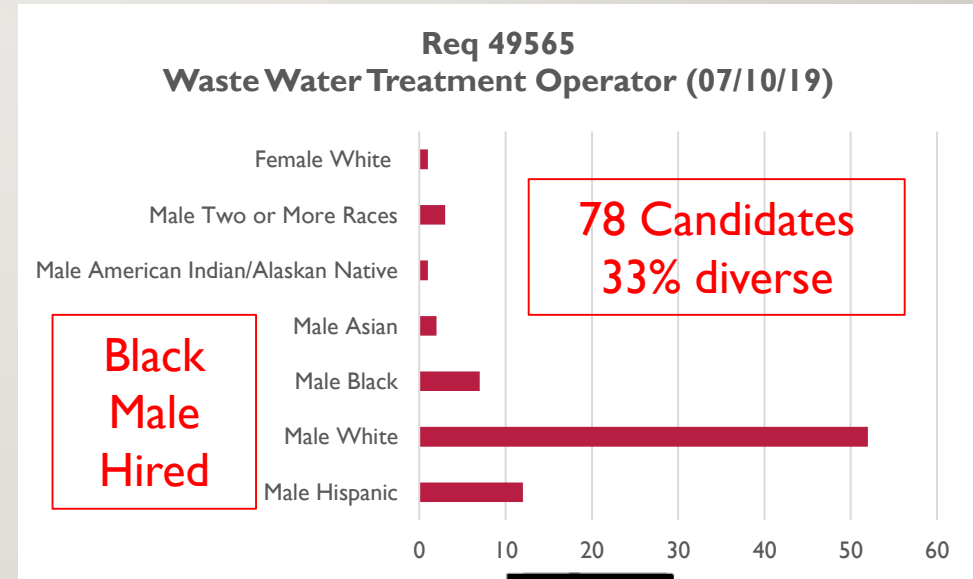
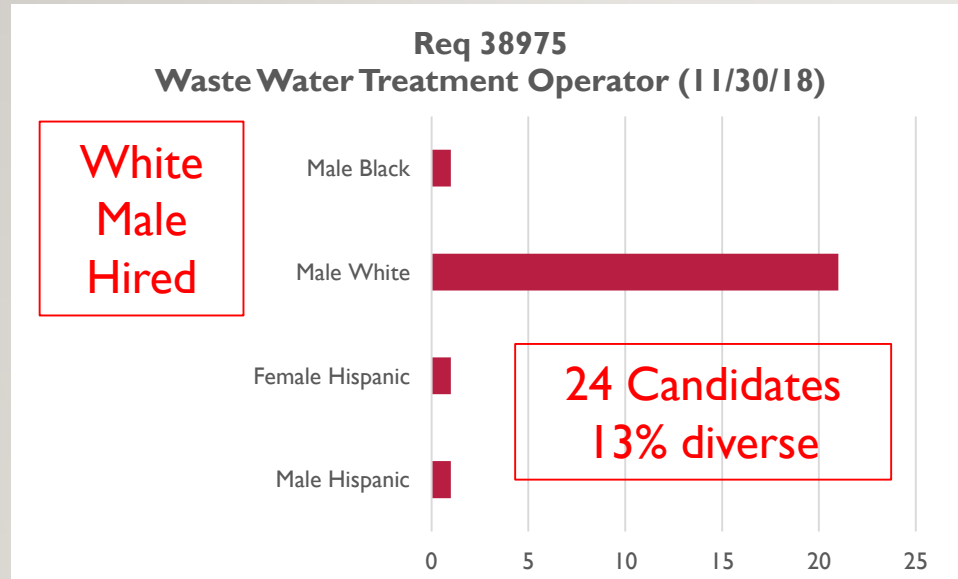
- Town Website
- indeed
- craigslist
- Jobs in the Valley
- MassHire



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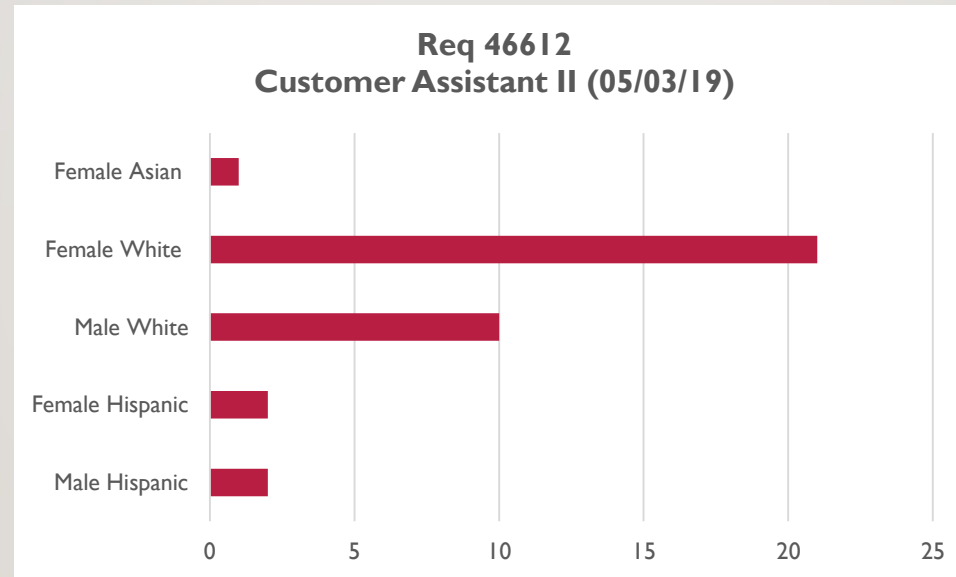
EXAMPLE #1: DPW – WASTE WATER TREATMENT PLANT OPERATOR

- Increased number of qualified diverse candidates



EXAMPLE #2: TREASURER/COLLECTOR – CUSTOMER ASSISTANT

- Posted 05/03/19
- Filled 07/01/19
- Time to fill 61 days



Posted to:

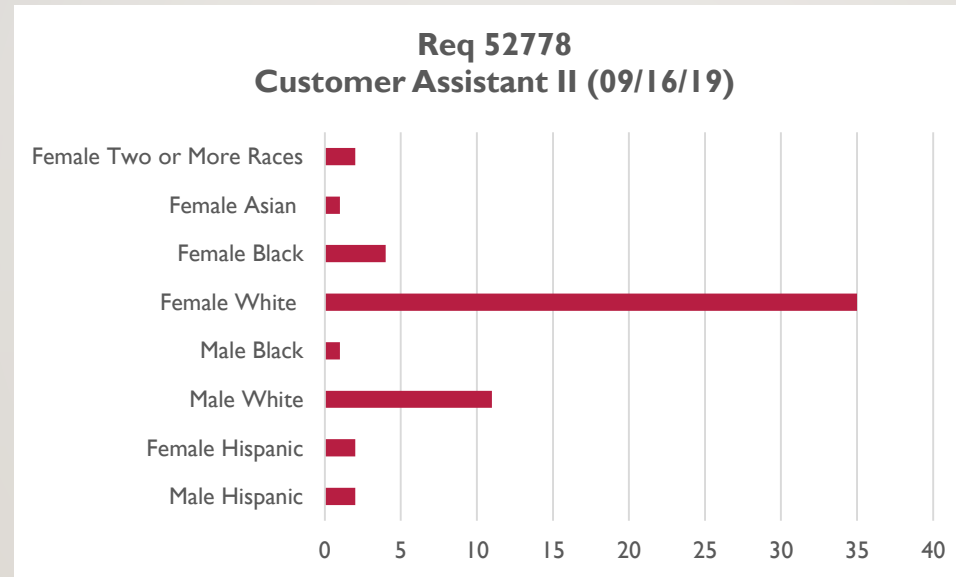
- Town Website
- indeed™



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EXAMPLE #2: TREASURER/COLLECTOR – CUSTOMER ASSISTANT

- Posted 09/16/19
- Filled 010/21/19
- Time to fill 49 days



Posted to:

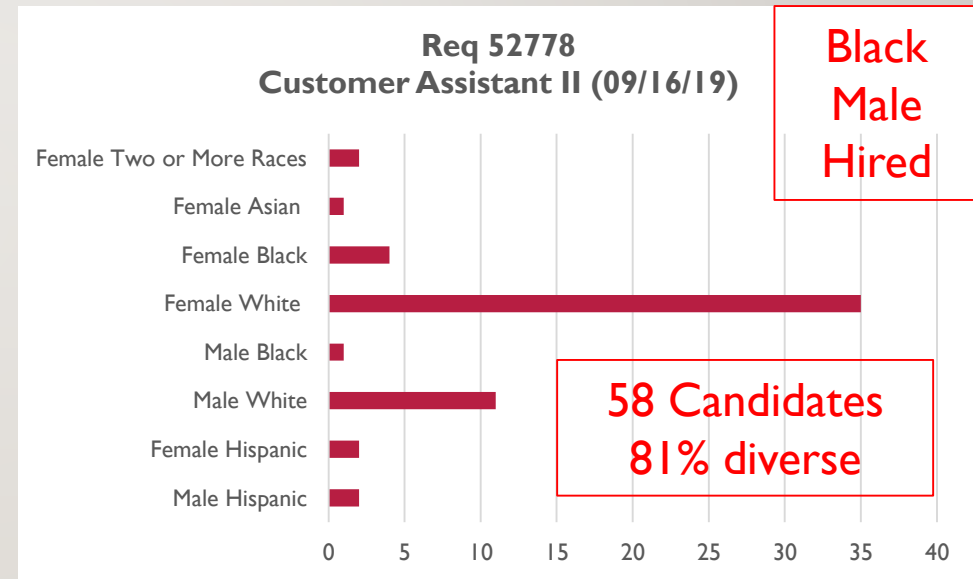
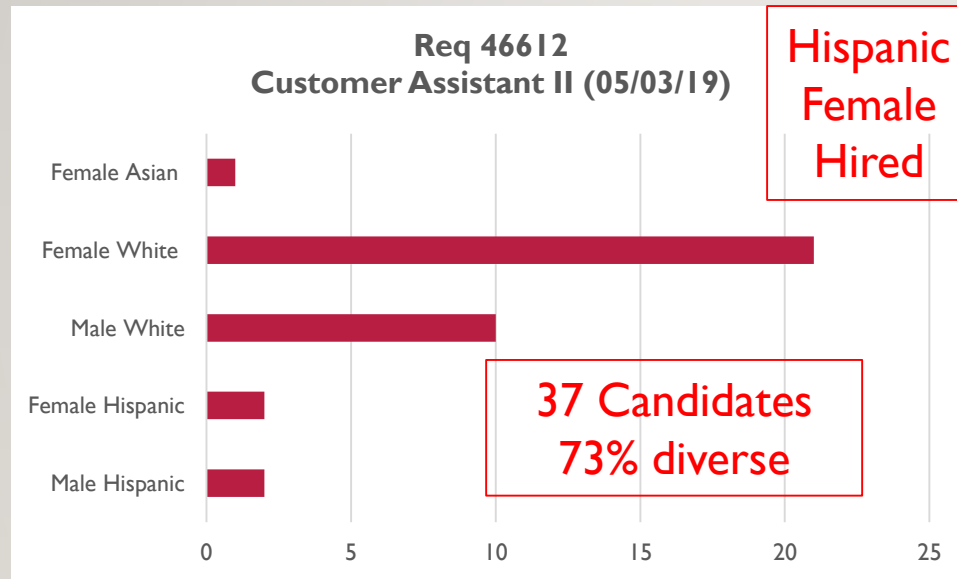
- Town Website
- indeed
- craigslist
- Jobs in the Valley
- MassHire
- Linked In
- Town Facebook



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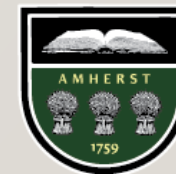
EXAMPLE #2: TREASURER/COLLECTOR – CUSTOMER ASSISTANT

- Increased number of qualified diverse candidates



TAKE-AWAYS

- Use metrics to guide your decisions
 - Applicant Sources
 - Cast a wide net (to appropriate job boards)
 - Time to Fill
 - Demographics



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THANK YOU FOR YOUR TIME & ATTENTION



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