

PRIORITY HIRE PROCESS

This process clarifies roles and responsibilities of those involved in a priority hire referral.

Roles and Responsibilities

- **OHR Talent Acquisition Specialists (TAS):** responsible for notifying priority hire candidates and hiring managers about a placement, respectively; monitor and manage priority hire candidates and referrals
- **Priority Hire Candidates:** responsible for responding to an invitation for an interview and/or an offer of employment within an appropriate time frame
- **Local HR:** responsible for communicating and complying with priority hire process and placement with hiring managers; consult with TAS and ELRC as needed
- **Hiring Manager:** responsible for scheduling and conducting an interview with priority hire candidate, selecting qualified priority hire candidates in accordance with contracts/rules, and maintaining communication with TAS
- **OHR Employee and Labor Consultant (ELRC):** ensure local HR understands the process and governing contracts and consults with local HR and/or TAS, as needed

Step 1 - Placement

OHR-TAS

- Notifies local HR of a Priority Hire, copies the ELRC for that unit
- Communicates with candidate via priority hire inbox about position
- Removes job opening from the web

Local HR

- Notifies the hiring manager of the Priority Hire with instructions to set up the interview, the type of interview (CS - informational, LR - formal interview), and qualification assessment requirements, providing a date by which this process must be completed.

Step 2 – Selection

Hiring Manager

- Interviews candidate
- Provides decision/specific feedback based on job qualifications to local HR, in accordance with qualification assessment requirements

Local HR

- Notify assigned TAS via priority hire inbox of recommended hiring decision
- Candidate meets qualifications - consults with Hiring Manager to extend offer
- Candidate does not meet qualifications - consults with Hiring Manager to identify which qualifications they do not meet and document reasons

OHR-TAS

- Consult with ELRC, as needed

Step 3 - Close

Local HR

- Works with Hiring Manager to extend the offer, OR
- Notifies candidate of turn down and reasons
 - Notifies TA of turn down for their records and copies ELRC to close the loop

OHR-TAS

- Notifies the Local HR if additional qualified priority hire candidates are matched for an interview, OR
- Repost the job opening to the web