



DHS News

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TA-created resources help managers with recruitment, hiring

The Talent Acquisition (TA) team in the Office of Administration's Bureau of Human Resources has recently created new guides to support managers through the hiring process.

Over the last several months, the TA team has been meeting to take a closer look at the steps that are required for hiring and how those steps differ when hiring for a County position versus a contracted position. The information collected was compiled into three [Talent Acquisition Process guides](#) that are housed on the DHS Intranet. Designed by the Office of Equity and Engagement (OEE), each guide takes hiring managers step-by-step through the process from planning to finalizing a hire, and outlines anticipated timelines, roles, and responsibilities to keep everyone on task.

In addition to the process guides, TA has designed interview guides to standardize the interview process across DHS. The guides include suggested questions based on the position level – entry level, management, and leadership – and allow space for the hiring manager to add more specific questions based on the role.

"Recruiting for government positions is often a complicated, time consuming process that can take up to three times as long as hiring for nonprofit or corporate jobs," said Kelly Dillard, talent acquisition engagement and retention manager. "It's important for us to create resources that can help turn something that is often a pain point into a streamlined process. We hope that each new idea and change we implement makes things a little bit better."