



Recruitment

As the City continues to address the impacts of COVID-19, the decision to suspend all external recruitments remains in place until further notice (original effective date - March 17, 2020). The only permitted exceptions are Police, Fire, and Auditor's office. The open continuous Police Officer announcement will continue to be advertised externally due to the unique demands associated with recruiting, selecting, and onboarding for these roles. All external positions have been converted to internal recruitments and can only be filled if it is a **critical need** as defined below. Any existing external applicants were included in the final pool if individuals successfully met minimum qualifications. If your preference for a specific recruitment was to be cancelled versus converting to internal, please contact the Senior Recruiter assigned to your area (updated 3.23.20). Internal recruitments and transfer lists will be available to fill **critical needs**. **Critical is defined as roles directly responsible for ensuring all safety and compliance related guidelines and policies are appropriately implemented and maintained.** Requests to fill critical needs internally must include a recommendation from the bureau director, as well as how the vacancy meets the critical need definition. Utilization of external existing, resurrected, and comparable lists are now suspended, unless approved by the HR Director or delegate. The Recruitment team will continue to post approved internal recruitment announcements, advertising on a weekly basis. If you are currently reviewing applicants through a BHR or SME review, complete this action and notify the Senior Recruiter, per standard process.

Offers to Hire (updated 3.23.20)

All current Hire Authorizations that are waiting for processing must be internal hires with **critical** roles. External hire authorizations are suspended, unless approved by the HR Director or delegate. If the nature of the role does not allow for virtual onboarding, the start date will be delayed until it can be properly provided. Continue to utilize NEOGOV to disposition candidates and request hire authorizations for approved finalists.

Electronic Onboarding (ONB)

(updated 4.2.20) Continue to process approved new hires through SuccessFactors Onboarding. During the state of emergency, all new hire I-9 documentation must be loaded and verified through OneDrive, utilizing the following process:

1. Complete all steps of the electronic onboarding (ONB) process.
2. Create a unique password-protected folder through OneDrive for the new hire to load their I-9 documentation. Please create a folder for each new employee so they cannot see each other's documents.

Ted Wheeler, Mayor

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Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.



3. Contact the new hire by phone to discuss the onboarding plan and verify appropriate I-9 documentation. During the phone conversation, verbally provide the unique password to access the link. **Note:** I-9 documentation must be reviewed and verified within the first three days of employment or prior to the new hire's first day of work.
4. After the new hire uploads their documents, review and confirm the I-9 documentation in Onboarding. Do not delete the employee's documents from OneDrive. Guidance for the remote verification of I-9 documents can be read [here](#).

For any questions regarding Onboarding, please contact Mike Reynolds:
michael.reynolds@portlandoregon.gov

Talent Pools

Talent Pool announcements will be created to gather interest from potential applicants. Talent Pools are defined as a database of potential candidates who are interested in working for a specific bureau. Talent Pools will focus on recruitment needs identified through requisition submissions. Please continue to submit requisitions to enable Senior Recruiters to identify the best method to gather interest for future recruitments. All individuals in Talent Pools will be notified and invited to apply when new announcements post. The recruitment team will engage Talent Pool applicants on a monthly basis with topics that may be of interest to them.

The Bureau of Human Resources remains ready to address your needs and answer any questions. We understand these shifts are not easy and appreciate your understanding as we work to ensure the safety of our workforce.

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