



## Pre-Recruitment

- **I'm ready to hire, how do I start?**  
*Please work with your OBPA and HRBP to start your request. For more information regarding the current priority tracking process, please see....." (See [OBPA list](#))*
- **What should I bring to an intake meeting?**  
*A summary of the job description that includes general duties, roles & responsibilities, and desired/required skills in your own words and other relevant information to help your recruiter build your recruitment.*
- **What should I be considering when determining the desired core competencies?**  
*Consider what qualifications or skills that can be taught versus other soft skills. E.g. strong communicator, easily builds rapport, able to work with diverse work force, etc.*
- **What is bidding?**  
*If your vacancy is a represented classification, it may be eligible for a bidding process. please check with your OBPA and HRBP before starting the process to confirm.*
- **Can I use an existing list?**  
*You can request an existing list to fill current represented classification vacancies in your workgroup. If it is a non-represented classification, you would request a resurrected list.*
- **What's a resurrected list?**  
*A resurrected list is like an existing list but only applies to non-represented classifications. It is also slightly different in processing because a non-rep eligible list is active for a short period of time vs a represented classification that can be active for up to 3 years.*  
  
*The resurrected list is used to fill vacancies for non-represented classification and requires recruiter approval. The approval process is simply the recruiter confirming your current vacancies matches the most recent recruitment ran for that classification and meets the job duties that are like the vacancy. Once confirmed, the recruiter gives the green light for the hiring bureau to "resurrect" or utilize that eligible list.*
- **Do I need approval from my bureau to start my recruitment?**  
*Because each bureau has a different internal process that happens before the recruitment begins. Please check in with your OBPA and/or HRBP to find out what prior bureau approvals might be needed. Examples can be: needing sign off from your Bureau director, finance team, and equity leadership.*