



## **Priority Tracker Checklist**

1. **What is the priority Tracker?**
  - a. *The Priority tracker is an excel sheet saved on the OneDrive platform that is shared with the BHR Recruitment support team and bureaus to post their current vacancy approvals.*
2. **How is it used to start a recruitment?**
  - a. *Once the bureau receives approval to move forward with filling the vacancy, the columns in the priority tracker must be completed. This is required prior to the requisition being submitted in NEOGOV.'*
3. **How is it determined that a vacancy will be approved?**
  - a. *Before a recruitment can be posted, the following must be complete in order to proceed with priority activity:*
    - i. *The bureau finance manager certifies that the bureau has funding to support the position/personnel action even under conservative financial projections; **and***
    - ii. *The bureau equity manager/equity liaison certifies the position/personnel action will help meet bureau and City equity goals.*
4. **What is the recruitment process once the approval is complete?**
  - a. *Once the required bureau approvals are completed for the priority tracker and approved by the HRBP. Enter the approved recruitment in the Priority sheet. Complete the following information on the tracker sheet for the BHR recruitment team to process the requisition in a timely manner:*
    - i. *Classification*
    - ii. *Position Number*
    - iii. *# of Vacancies*
    - iv. *Internal/External*
    - v. *Hiring Manger*
    - vi. *Type of referral: existing or resurrected list*
    - vii. *Once the tracking sheet is complete, work with your OBPA to submit your requisition.*
5. **What happens if the priority tracker is not updated before the requisition is submitted?**
  - a. *In the case of a requisition being submitted without it being reflected in the priority tracker, the BHR recruitment team will contact the recruiter for the priority tracker to be updated. The recruiter will reach out to the Bureau contact for the priority to confirm the vacancy approval and have it updated. Once updated, the BHR recruitment team can move forward with processing the requisition. The priority tracker is required to be updated PRIOR to submitting the requisition to avoid delays in processing.*