



Recruitment

1. What is the difference between a recruitment plan & outreach plan?

- a. *With your recruiter, you will work together to develop a recruitment plan. A recruitment plan includes the timeline of the recruitment process, application review types (BHR/SME review), minimum qualifications, type of application materials to collect (cover letter/resume vs resume/supplemental questions).*

An outreach plan is creating and implementing a strategic plan to reach hiring goals with efforts to enhance & diversify the qualified applicant pool.

2. Can I still review applications if HR does the minimum qualification review?

- a. *Yes, you will still be able to review the applications of the failed candidates before the eligible list is established to make sure you are in agreeance with HR's decision. You will also have access to view the application materials of the minimally qualified candidates that made the eligible list once they are referred to you.*

3. Who posts outreach?

- a. *The Admin support team in WRT are tasked with posting the outreach for each recruitment as discussed with your recruiter during the intake meeting.*

4. Can I review candidates while it's still open?

- a. *You can review candidate application materials only when you have selected a SME (Subject Matter Expert) review. In the case that you opted out of a SME review, you would only view the application materials once the eligible list is established with the minimally qualified candidates and they are referred to you.*

5. Do veterans get preference during the minimum qualification review?

- a. *No, veterans only receive veteran's preference after their application materials have been reviewed and considered to have met the minimum qualifications of the recruitment. Once on the eligible list, the veteran's points are applied by the HRBP to the veteran applicants during the interview phase of your recruitment.*

6. What types of outreach are available?

- a. *There are many paid and free outreach options available. Please work with your recruiter to discuss the full list of outreach options. We also encourage you to recommend outreach sources that we might not be aware of.*