

Recruitment Services are available to support programs experiencing challenges filling positions through the traditional civil service process. The Recruitment Unit provides targeted strategies to help attract qualified candidates, including the development of customized recruitment plans and assistance for programs seeking to increase interest in department-specific examinations.

Complete this form to request recruitment support. When finished, email the form and the associated duty statement to DGSRecruitment@dgs.ca.gov with the subject line: "Recruitment Services Request_[Program Name]"

Section 1 – Program Information

Hiring Manager

Division/Program/Unit

Email Address

Phone Number

Employee Resource Liaison

Classification & Pay Analyst

Section 2 – Recruitment Information

Classification

Class Code

Working Title

RPA Number

Job Control (JC) Number

Tenure/Time base: Select one

Reporting Location of Position

Status of RPA: Select one

Reason for Recruitment Assistance Request:

- No qualified candidates (Candidates didn't meet MQs, not list eligible, or possess desirable qualifications)
- Candidates did not follow application instructions (e.g., did not include an SOQ)
- Niche industry
- Location issue
- Limited individuals on the eligible list
- Other:

Section 3 – Recruitment Efforts

Please provide background information regarding the previous recruitment for this position. This valuable information will help the Recruitment Team prepare for a strategy meeting and begin developing a recruitment plan to build a qualified applicant pool.

1. Is this a re-advertisement? Yes No (If no, skip to question 10)
2. If this is a re-advertisement, how many times has the position been advertised on CalCareers?
3. From the previous advertisement, how many applicants did you receive?
4. From the previous advertisement, how many applicants met your screening criteria?
5. How many applicants were interviewed from the previous post?
6. Did you extend an offer to a candidate? Yes No
7. If the candidate was not brought onboard, why did they withdraw or reject the offer?
8. Clarify which specific skills and/or experiences were lacking in previous applicants (e.g., technical certifications, leadership experience, familiarity with niche systems.)
9. Highlight any specialized qualifications or desirable skills and/or experience you require in an ideal candidate (e.g., bilingual proficiency, stakeholder engagement skills, regulatory knowledge.)
10. Would your Program be open to funding external websites/job boards? Are there sites you would like to include in the recruitment strategy?
11. Is there anything else you can tell us regarding current or past recruitments for this position that will help develop a targeted recruitment strategy?

Section 4 – Acknowledgement

I acknowledge that by utilizing recruitment services, I will provide the names of candidates interviewed and the name of the candidate hired or offered the position. If a hire is not made for the recruitment, I will attend a follow-up meeting with my Recruiter to discuss the outcome.

Hiring Manager Signature

Date

Section 5 – Next Steps

Thank you for taking the time to fill out and submit this form. Your assigned Recruiter will contact you to schedule a strategy meeting to further discuss the position, your ideal candidate profile, and potential sourcing avenues. Our goal is to ensure that you hire the best and brightest candidate for your position.