



**SFMTA**

# **SFMTA Board Secretary Hiring Process**

**July 2, 2020**

# Hiring Process Outline

## RECRUITMENT

- Develop & complete job announcement.
- Post job announcement.

## PRE-INTERVIEW

- HR screens applicants for Minimum Qualifications (MQs).
- Screen applicants who meets MQs to the Interviews.
- Develop *Selection Plan* (panel make-up, interview-invitees, interview questions, and scoring plan).
- Submit *Selection Plan* to SFMTA EEO for review and concurrence.

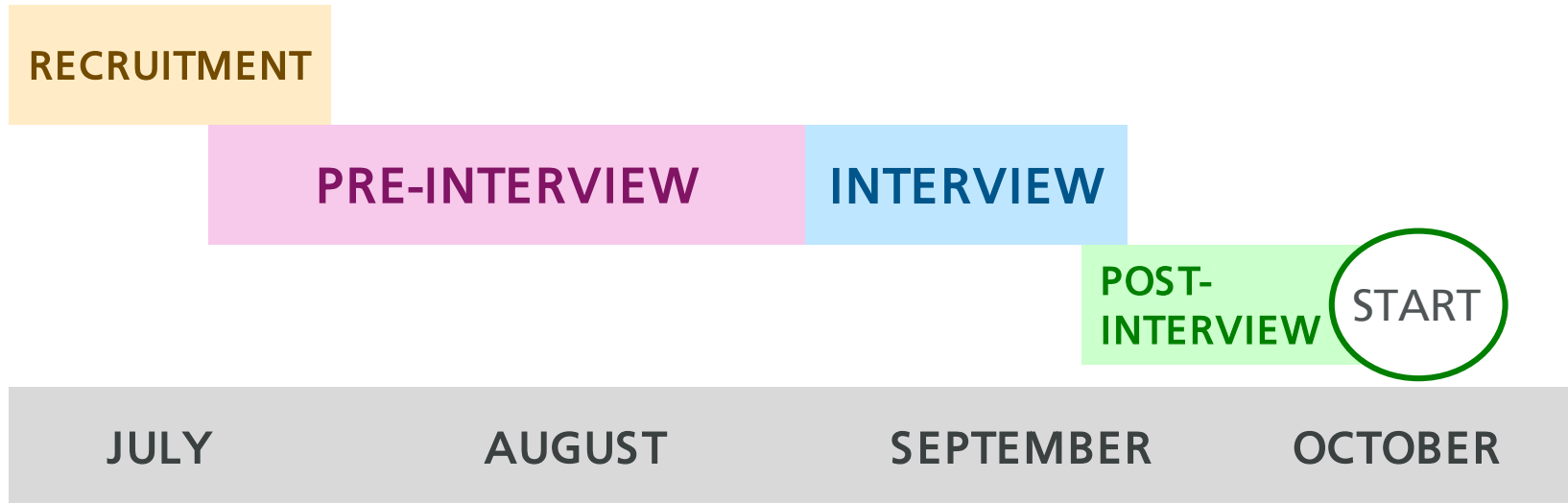
## INTERVIEW

- Conduct interview(s) & make selection.
- Submit interview / selection results to SFMTA EEO for review and concurrence.

## POST-INTERVIEW

- Negotiate salary & start-work-date; obtain documentation(s) from candidate.
- Appointment & Onboarding

# Tentative Timeline



Recruitment Starts: July 10, 2020  
Recruitment Ends: July 31, 2020  
Tentative Interviews: Week of Sept 14<sup>th</sup>  
Tentative Start Date: October 12, 2020