



SFMTA

SFMTA Board Secretary Hiring Process

August 25, 2020

Hiring Process Outline

RECRUITMENT

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

# of submitted applications	27
# of MMQ applications	8
Job Announcement postings	Posted with COMTO, Agency LinkedIn, Agency Facebook; CCSF site; sent to all APTA Transit Board Administrators and also posted on Indeed.com and GovernmentJobs.com (these two sites were referenced by candidates)

Hiring Process Outline

PRE-INTERVIEW

- HR screens applicants for Minimum Qualifications (MQs).
- Screen applicants who meets MQs to the Interviews.
 - 8 Applicants information & applicants with the search committee.
- **Develop *Selection Plan***
 - Panel – Search committee
 - Invite 8 or subset?
 - HR working with BOD & staff on interview questions & scoring
- **Submit *Selection Plan* to SFMTA EEO for review and concurrence.**
 - By 9/4/2020

Hiring Process Outline

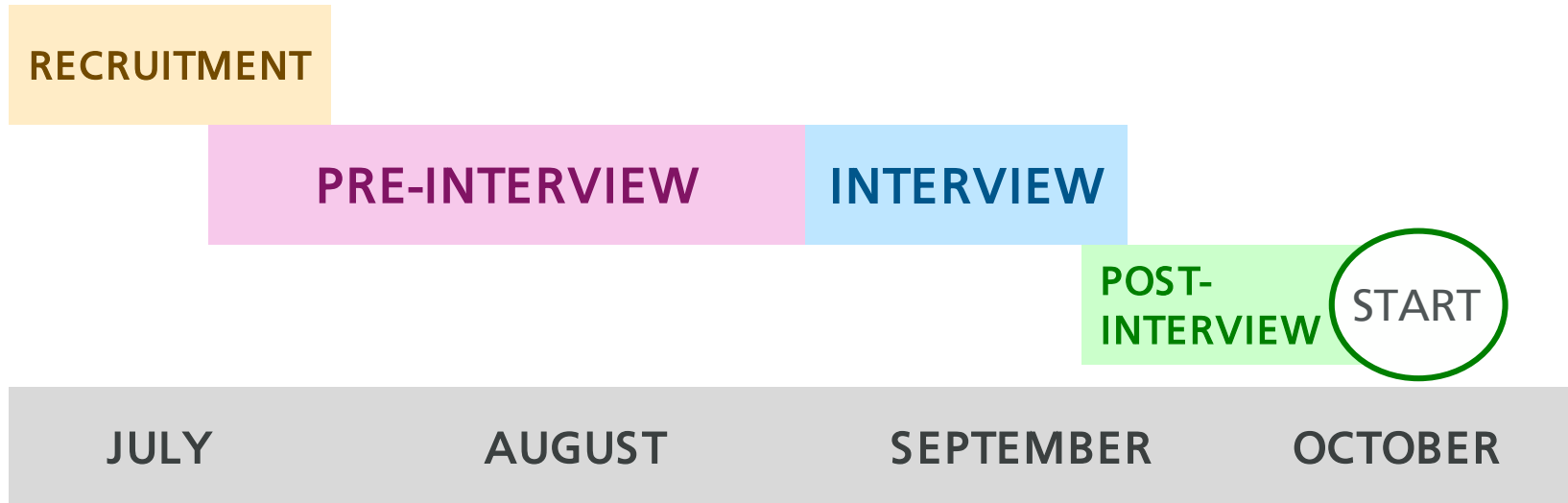
INTERVIEW

- Conduct interview(s) & make selection.
 - TBD – Scheduled by HR w/ panel availability input from BOD staff.
- 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 th
Tentative Start Date:	October 12, 2020