

AUDIT SCOPE STATEMENT – June 20, 2023

Timeliness of City Hiring Process

Current City Hiring Process

The Human Resources Department (HR) is responsible for developing and managing the recruitment and hiring process for the city. City departments initiate the hiring process by submitting a job opening form to HR. HR advertises the job opening, screens applicants, and sends a list of eligible applicants to the hiring department. Once the hiring department selects a candidate, they request HR conduct the background check and coordinate the remainder of the hiring process. Depending on the position, the hiring department may need to obtain approval from the Position Review Committee (PRC) before HR can advertise the position. The Finance Department administers the PRC process.

Why audit the hiring process?

Every city department uses Human Resources to advertise job openings. In fiscal year 2023, departments initiated the hiring process with HR for about 2,400 jobs. The City Council and the public have expressed concerns that the city's hiring process takes too long. A slow hiring process could contribute to lost opportunities to hire qualified applicants, vacancies, and delays in city services. Because the hiring process impacts all city departments, evaluating it will help ensure the process is efficient and timely to recruit and hire qualified applicants.

Audit objective

Our objective is to answer the following question:

- Does the city fill vacant positions timely after hiring departments submit requests to fill vacant positions?

Audit methods

We will interview Human Resources management and staff; review department policies to understand the recruitment and hiring process; review hiring data to identify available milestone dates; calculate timing from request of PRC approval through the employee start date; and review recommended practices.

Anticipated release date

We plan to issue the audit report in October 2023.



**KANSAS CITY
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