

# Office of the City Auditor

## Audit Scope Statement

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# Timeliness of City Hiring Practices

Finance, Governance, and Public Safety Committee – June 21, 2023

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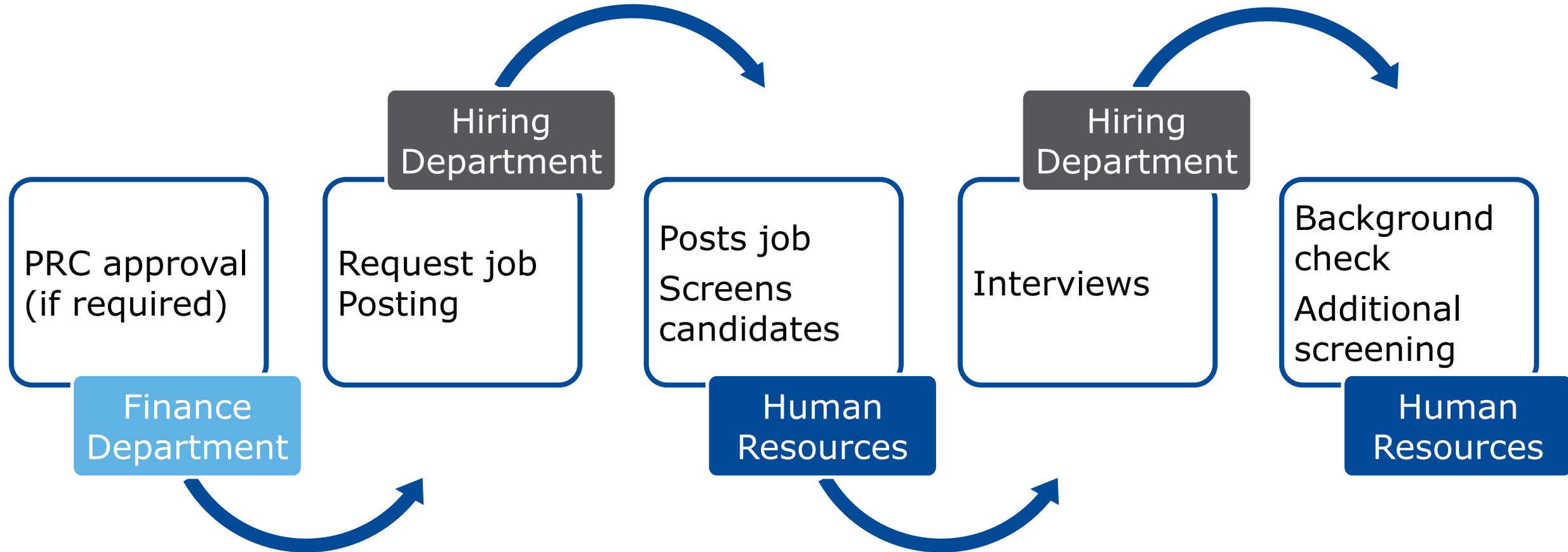
# Human Resources

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- ◆ Responsible for:
  - ◇ Developing policies and procedures for the city's recruiting and hiring process
  - ◇ Managing and monitoring the process



# Current Hiring Process



# Why Audit the Hiring Process?

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- ◆ All city departments use HR for hiring
- ◆ 2,400 job posts initiated in FY 2023
- ◆ Concerns hiring takes too long
- ◆ Lost opportunities to hire qualified candidates; vacancies; and delays in city services
- ◆ Ensure efficient and timely process to recruit qualified applicants

# Audit Objective and Methodology

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## Audit Objective

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

## Audit Methods

- ◆ Interviewing Human Resources staff
- ◆ Reviewing recommended practices and department policies and procedures
- ◆ Identifying available hiring milestone dates
- ◆ Calculating process time from PRC request through employee start date

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