

## Maine Recruitment Plan

*With help from specialists in other agencies and interested parties, a dedicated Recruitment and Retention Specialist at the Office of Children and Family Services (OCFS) performs the following tasks to increase recruitment:*

### **College Presentations**

The Recruitment and Retention Specialist presents at most of the University system colleges and develops relationships with professors at various state and private colleges throughout Maine. The presentations talk about the work Maine OCFS does and the hiring process.

### **Job Fairs**

The Recruitment and Retention Specialist attends as many college job fairs as possible. Out of state college visits typically are conducted in the fall and Maine colleges are visited in the spring. The Specialist also attends community job fairs to recruit additional staff for the OCFS office.

### **Online Recruitment**

The state Bureau of Human Resources posts positions on the state job board, and the Recruitment and Retention Specialist posts positions on other online recruitment sites. Online recruitment has proven successful with interested parties responding. The Recruitment and Retention Specialist follows up with an email that describes the position, provides a Realistic Job Preview, and licensing requirements.

### **Panel Interviews**

Once Human Resources receives an application, they review it to determine if the applicant would meet the qualifications for a conditional license. If they are not sure, they send the candidate's name to the Recruitment and Retention Specialist, and the Specialist emails the candidate asking to see transcripts to determine if they have enough classes to be eligible for licensure.

If a candidate or candidates are clearly eligible, Human Resources sends the Recruitment and Retention Specialist the names of all those candidates weekly. The Recruitment and Retention Specialist sends an email to the potential



candidate(s), further outlining the panel and hiring process. The Recruitment and Retention Specialist distributes the names to the various offices based on the physical location of the candidate. The individual offices contact the candidates and set up the panel interviews. The Recruitment and Retention Specialist interviews all out of state candidates who don't wish to travel to Maine to do an in-person panel and assists with Maine panel interviews as needed.

Once completing a panel, the Recruitment and Retention Specialist collects scores from each office and keep a database of those candidates who received a passing score and where they would like to work. When a supervisor has an opening, they contact Human Resources. The Recruitment and Retention Specialist sends the names of the top six scorers for that location for the second interviews. The Recruitment and Retention Specialist is not involved with second interviews-those are the prevue of the supervisors who interview all the candidates and determine which one they will select for the position they have available.

### **Internships**

The Recruitment and Retention Specialist manages initial internship requests by keeping track of the requests and which interns are selected, as well as completing paperwork. The rest of the internship management goes through the college or university the intern attends.

### **Additional tasks**

OCFS All hiring/terminations/resignations, etc. flow through the Recruitment and Retention Specialist so that person can keep a database of all OCFS staff positions where they are in the hiring process, why caseworkers are leaving/turnover (resignation, termination, retirement) or churnover (transfer, demotion, promotion). The Recruitment and Retention Specialist also sends out welcome emails to new workers; conducts exit and entrance interviews and surveys for casework staff. The Recruitment and Retention Specialist sends check-in emails to new staff. All of these tasks help to send as much information up the chain as possible, so management can understand what is happening on the ground with staff.

