Time to Fill Expectation FAQs

What is the Governor's expectation on hiring?
Agencies will monitor hiring practices to ensure that the average time to fill positions does not exceed more than 50 days. Time to fill means from the day the recruitment is open to the day a job offer is made to the candidate. Executive recruitments can be excluded from this calculation given the more expansive nature of those recruitments. DAS will provide the Governor's office with a quarterly progress report to identify agency hot spots. This is intended to be both a stretch goal for agencies and an early warning indicator of a potentially struggling agency. DAS will monitor enterprise vacancy rates and report on those rates quarterly to the Governor's office.

When does the Time to Fill "clock" start?
The clock starts the date the job announcement is posted on the Workday job board.

When does the Time to Fill "clock" stop?
The clock stops on the date that the job offer is accepted or the Filled date, whichever is first. Although we highly recommend using the job offer function in Workday, we understand that not everyone does. If you skip the job offer stage in Workday, because you'd rather do your pre-employment checks before offer, then you can either go back to the offer stage after your pre-employment stage and we will then use the offer date, otherwise we will use the Job Filled date as the date to stop the clock to calculate your time to fill for that recruitment.

What types of recruitments are excluded from the 50-day calculation?
Direct appointments, evergreens, and executive recruitments are excluded from the calculation. A note on executive recruitments: there is a difference between recruitments for executive service positions and executive recruitments. Just because a position is classified as executive service does not make it an executive recruitment. Executive recruitments are for agency heads and heads of boards and commissions. With a few exceptions, these are usually conducted by the Executive Recruiter in the Chief Human Resources Office at DAS. If you have a question as to whether a recruitment is an executive recruitment or not, please contact Katie Matysik, Recruitment Policy Advisor, at katie.matysik@das.oregon.gov.

Can we run a report to see how we're doing?
Yes! The report is in Workday and is called, "Talent Acquisition Dashboard: Time to Fill: - Posting/Recruiting Start Date to Offer/Job Filled Date | Company Prompt". If you

have any difficulty with this report, please submit a Help Case in Workday or contact Katie Matysik, Recruitment Policy Advisor, at katie.matysik@das.oregon.gov.

Are there tools to help recruiters and hiring managers fill positions faster?
Yes! Creating a recruitment timeline sets you up for success. Also, a solid marketing push to create more interest will help increase applicant volume, and engaging with candidates early and often will help prevent candidate drop-off. Planning tools and other resources to accomplish this can be found in the Recruiting Toolkit. If you'd like assistance with improving your recruitment process, contact HR Consultant Phillip Peterkin at phillip.c.peterkin@das.oregon.gov.