



YTD Recruitment Metrics

prepared for Montgomery College | 6.1.2017



PARTNERSHIP HIGHLIGHTS

key metrics



235

openings assigned to date



201

positions closed to date



102

hiring managers supported to date

48.96

Days to fill (average across all positions filled to date)



1831

candidate submittals on approved reqs to date



2274

passive candidates in outreach
(8763 candidates reviewed 2016)



PARTNERSHIP HIGHLIGHTS

key metrics on filled requisitions



87.67%

Candidates submitted (87.67% of candidates whom were screened by recruiters, were deemed qualified for hiring manager review/interview)



2.20 to 1

Submit to interview ratio (45.40% of submitted candidates on average are invited for an interview).



3.21 to 1

Interview to offer ratio (31.11% of candidates interviewed, were offered)



1.14 to 1

Offer to hire ratio (pending start dates on other offers to date) 87.91% of offered candidates have moved into “hired” as of this week.



METRICS

partnership to date – time to fill

32 days

Placement and Learning Center Advisor

52 days

*Recruitment and College Access Coordinator
(was on hold in beginning to determine if role would still
be filled)*

31 days

Nursing Lab Clinical Associate

26 days

Billing Coordinator

39 days

Job Opportunity Developer

32 days

Administrative Aid II



METRICS

partnership to date – time to fill

33 days

ACES Coach

44 days

ACES Engagement Coordinator

29 days

Employee Relations Specialist

3 days

Office Associate

59 days

Business Full Time Faculty

(Search committee wanted to wait until posting closed to interview any candidates. Posting was listed from 2/2-3/2 (a month). Interviews started after that. Considering that they weren't interviewing for 30 days, it was 29 days time to fill after interviews began.)

39 days

Facilities Materials Specialist



METRICS

partnership to date – time to fill

43 days

Safety & Security Officer

72 days

Marketing & Digital Media Director (front end of process was delayed by awaiting determination of search committee)

54 days

Web Editor (front end of process was delayed by awaiting determination of search committee)

60 days

Senior Research Analyst (front end of process was delayed by awaiting determination of search committee)

65 days

Sr. Instructional Associate

(difficult to attract candidates to a very niche profile- needed to keep extending posting to get more applicants. Posting went for 6 weeks. Thomas had to go out of town for a couple weeks due to an ailing parent)

32 days

Instructional Support Trainer (part-time)



METRICS

partnership to date – time to fill

41 days

Program Manager

29 days

Human Resources Associate

64 days

*ACES Program Support Coordinator
(hiring manager had multiple openings at one time, and she was prioritizing reqs ahead of this one)*

71 days

*Full Time Criminal Justice Faculty
Search committee chair was out of office for 2 weeks.
Communication was halted between HM's and committee.
2 top candidates withdrew from process, re-initiated search. Profile changed to wanting specific educational credentials in Criminology and/or Criminal Justice. Also did not want to move forward with any candidates submitted who had proprietary college teaching experience, or got advanced degrees from proprietary schools.*

59 days

Ombuds

(search committee delays- so many schedules to accommodate, slowed down the process)

16 days

Safety and Security Officer (L.Diggs)



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METRICS

partnership to date – time to fill

51 days

Master Tutor

(Position had several qualified applicants that met all requirements. Took some time to get them scheduled and screened, and then for search committee to review who they wanted to move forward with. Waited until the end of the posting/end of initial screens to set up any 1st round interviews.)

55 days

Instructional Support Trainer (FT)

(Hiring manager had someone identified, needed to move to 2nd choice. 11.6 days between offer sent for approval and offer extended)

42 days

Employment Services Specialist

74 days

Campus Student Financial Aid Manager

Search committee delays in ability to come together, to decide who they wanted to move forward with. MC was closing the spring semester and members were busy.

65 days

Nursing Full Time Faculty

Search committee took time to gather as they were working toward end of Spring semester and working through vacation challenges

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METRICS

partnership to date – time to fill

65 days

Nursing Full Time Faculty

Search committee took time to gather as they were working toward end of Spring semester and working through vacation challenges

55 days

Librarian II (T. Wray)

Limited interview availability with search committee, interviews spanned over 4 weeks

55 days

Building Equipment Mechanic

Changes in hiring committee and external job responsibilities (issue with power plant on campus)

65 days

Building Service Worker/Supervisor/Lead Reqs (19 of 19 offer accepted)

Changes in committee structure –who would be deciding on candidates and when all committee members could come together

29 days

Grounds Maintenance Worker Lead

51 days

Instructional Associate (Hamman)

Search committee was difficult to bring together due to being out of office, scheduling around vacations



METRICS

partnership to date – time to fill

55 days

Math Full Time Faculty

Search committee was out of the office and difficult to gather. HM was on vacation for 2 weeks which put a hold on process as well.

61 days

Instructional Associate (Fechter)

Committee took several weeks to meet. First round interviews concluded 6/14 and second round completed 7/5

51 days

Photography FT Faculty

Position was open for over 3 weeks, committee could not meet until 6/7 and interviews wrapped 7/1

61 days

Library Assistant

HM changed profiles halfway into the search. Decided they needed circulation experience (not included in intake) Involved her leader- 300 applicants for the position- and expedited hiring decision with support of her leader.

59 days

AELP Full Time Faculty (2 openings closed)

Search committee chair had 2 week vacation at end of June, beginning of July

42 days

Lab Manager



METRICS

partnership to date – time to fill

84 days

Campus Registrar

Hiring manager was unresponsive for 4 weeks, search committee took several weeks to come together. Two rounds of interviews June/July

37 days

Community Engagement Specialist

34 days

ACES Academic Coach

47 days

Athletic Facilities Coordinator

121 days

Associate Dean of Student Affairs

Internal challenge with husband and wife being employed in same department

34 days

Director, Achieving the Promise



METRICS

partnership to date – time to fill

58 days

IT Support Specialist

Offer was sent for approval on 8/5/2016, this was 5 weeks in offer stages.

18 days

IT Support Specialist (2 of 2)

27 days

Program Coordinator

52 days

*IT Information Services Operations
Search committee had some difficulty getting together*

24 days

Instructional Associate Part Time

10 days

Building Service Worker



METRICS

partnership to date – time to fill

41 days

Learning Center Manager

45 days

Placement and Learning Advisor

29 days

Aces Coach

29 days

Aces Coach

79 days

Aces Academic Aide III

Hiring manager was on vacation and decided to focus on coaches when she returned. This position was put on “hold” until coaches were identified.

49 days

Administrative Aide II



METRICS

partnership to date – time to fill

42 days

Network Engineer

47 days

Locksmith

58 days

*Job Opportunity & Development Coordinator
Committee chose to review all candidates.*

52 days

Painter

*New location and New HM assigned 8/29. OFSA 9/16.
Offer Extended and Accepted 10/17*

30 days

Athletic Trainer

93 days

Instructional Assistant

*Committee Meeting Delayed 3 Weeks Vacation, OFSA
9/16/2016 Offer extended and Accepted 10/26/2016*



METRICS

partnership to date – time to fill

22 days

Facilities Service Center Manager

43 days

Systems Engineer

79 days

Recruitment & College Access Manager

Offer sent for approval 1 month before was extended.

46 days

Grounds Maintenance Worker (3)

49 days

ACES Academic Coach

43 days

Safety & Security Manager



METRICS

partnership to date – time to fill

45.5 days

ATP Program Coordinator x2

43 days

ACES Program Assistant Director

47 days

Safety & Security Manager

50 days

*Administrative Aide 1
Delay with search committee*

12 days

Building Service Worker Lead

34 days

*Construction Management Program
Full Time Faculty*



METRICS

partnership to date – time to fill

78 days

*Tech Hire Program Manager
Reposted and Committee Delay*

28 days

Career Navigator- Intake

68 days

*HVAC Mechanic
In Offer Sent for Approval for 6 weeks.*

53 days

*Library assistant x2
Hiring Manager and committee coming together*

82 days

*Spanish Full Time Faculty
Not in a hurry posted for spring. Posted for 6 weeks,
reviewed for a month and reposted.*

62 days

*Info Tech. Camps Manager
Interviews delayed and over several weeks*



METRICS

partnership to date – time to fill

76 days

Art full-time Faculty

6 weeks posted committee meetings spread, not in a hurry as this is for spring start.

64 days

Biology Full-time Faculty

spring hire 6 week posting

77 days

Network Engineer

Committee members divided, reposted once. Paperwork not turned in, in timely manner.

53 days

ATP Coordinator

Lots of candidates in consideration with hiring manager. Hiring Manager paperwork delay.

52 days

Building Service Worker Lead

In OSFA for 2 months

59 days

Aces Academic Coach

In OSFA for 3 weeks



METRICS

partnership to date – time to fill

16 days

Building Service Worker Lead

26 days

Building Service Workers (x5)

63 days

*Building Equipment Mechanic
In OSFA for 5 weeks.*

34 days

Grounds Maintenance Worker Lead

91 days

Biology FT Faculty

6 weeks posted, recruitment spread out, hiring committee delayed with final approval 1 month from top candidate identified to offer extension.

101 days

Recruitment and College Access Coordinator

Delay with committed did not start interviewing until the end of September (2 months from posting). In OSFA for 5 weeks.



METRICS

partnership to date – time to fill

7 days

Academic Coach

38 days

Counseling FT Faculty

59 days

Associate Dean of Student Affairs

Delay with hiring manager in reference checking

41 days

Financial Aid Counselor

41 days

Medical Surgical Nursing FT Faculty

37 days

Enrollment Services Specialist



METRICS

partnership to date – time to fill

54 days

*Program Manager, Adult Re-Entry
Delay with Hiring Manager*

28 days

Building Service Worker (x4)

45 days

Master Tutor

135 days

*Student Support Services Advisor
There were 2 rejected offers, we had to restart the search.*

16 days

Facilities Material Specialist

80 days

*Administrative IT Training Coordinator
In Offer Sent for Approval for 2 months, paper work delay.*



METRICS

partnership to date – time to fill

26 days

Nursing Lab & Clinical Associate

51 days

*Office Associate
In OSFA for 1 month.*

56 days

Career Navigator- Tech

Held up by HM due to 2 open requisitions and hiring committee schedule before the holidays.

45 days

Financial Aid Counselor (Scholarship)

84 days

ATP Program Coordinator

Candidate rejected offer after acceptance, had to start search over.

41 days

Analyst Programmer



METRICS

partnership to date – time to fill

92 days

*Job Opportunity & Development Specialist
Held up by HM due to 2 open requisitions and hiring
committee schedule before the holidays.*

43 days

Job Opportunity & Development Specialist

47 days

Instructional Associate

60 days

Administrative Manager

42 days

Instructional Associate

26 days

IT Support Specialist



METRICS

partnership to date – time to fill

17 days

Building Support Worker

13 days

IT Support Specialist

17 days

Building Service Worker

41 days

Director III, Employee Relations, Diversity and Inclusion

40 days

Financial Aid Specialist

33 days

Safety & Security Shift Supervisor



METRICS

partnership to date – time to fill

25 days

Instructional Associate

18 days

Learning Center Assistant Manager

25.5 days

Safety&Security Office (X2)

40.5 days

Instructional Lab Coordinator (x2)

34 days

Nursing Lab & Clinical Associate

32 days

Financial Aid Specialist



METRICS

partnership to date – time to fill

42 days

Quality Assurance Manager

35 days

Grounds Maintenance Supervisor

40.5 days

Administrative Aid I (X2)

45 days

Report & Data Warehouse Manager

44 days

Lab Manager

33 days

Building Services Supervisor



METRICS

partnership to date – time to fill

54 days
Systems Engineer

51 days
Plumber

61 days
Customer Service Rep (1FT, 1 PT)

68 days
Instructional Associate

72 days
Instructional Assistant

83 days
ESOL Program & Services Director



METRICS

partnership to date – time to fill

35 days

Human Resources Associate

43 days

Building Service Worker

36 days

Deputy CIO Performance Management

66 days

Instructional Associate (x3)

Hiring for 3 roles HM wanted to make sure candidates were hired for the right roles.

84.5 days

Building Maintenance Mechanic (x2)

Maurice McCambley took over for Mark Carmody on his exit. Paperwork with HM for over 6 weeks.

49 days

Multi-media Communications Specialist



METRICS

partnership to date – time to fill

54 days

*Student Conduct Program Coordinator
1 month between submission and first interview. 1st
selected candidate rejected offer. Went with second
choice.*

59.5 days

*Grounds Maintenance Worker (x2)
Maurice McCambley took over for Mark Carmody on his
exit.*

53 days

*Building Service Worker Lead
Maurice McCambley took over for Mark Carmody on his
exit.*

37.7 days

Safety & Security Officer (x3)

13 days

Safety & Security Shift Supervisor

47 days

Organization Development Specialist II



TIME IN PROCESS

candidate experience- in calendar days

