



## 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 50 days. Time to fill is calculated from the day a job is posted to the day a job offer is accepted (i.e. the Make Offer Decision step in Workday). Executive recruitments for agency head positions are 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 potential recruitment process challenges. 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 (i.e. the Make Offer Decision step in Workday) or the Filled date, whichever comes 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 to conduct your pre-employment checks before offer, then you can go back to the offer stage after your pre-employment stage and we will then use that offer date, or we will use the Job Filled date.

### **What types of recruitments are excluded from the 50-day calculation?**

Direct appointments, evergreens, reqs opened 24 hours or less, and executive recruitments (head of agency/board/commission) are excluded from the calculation. With a few exceptions, executive recruitments are usually conducted by the Executive Recruiter in the Chief Human Resources Office at DAS. If you have a question as to whether a req is considered an executive recruitment for the purposes of the time to fill calculation, please contact Katie Matysik, Recruitment Policy Advisor, at [katie.matysik@das.oregon.gov](mailto:katie.matysik@das.oregon.gov).

### **Can we run a report to see how we're doing?**

Yes! The Workday report called, "[Talent Acquisition Dashboard: Time to Fill - Job Posting Start Date to Offer/Job Filled Date | Company Prompt](#)" will display your agency's time to fill data. You can also review the statewide average by quarter, and averages of all agencies in the reports published on the SIEA website:



<https://www.oregon.gov/das/pages/strategic-initiatives-and-enterprise-accountability.aspx>

If you have any difficulty with the reports or any questions, please submit a Help Case in Workday or contact Katie Matysik, Recruitment Policy Advisor, at [katie.matysik@das.oregon.gov](mailto: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](mailto:phillip.c.peterkin@das.oregon.gov).