

FOCUS ON

Our Human Resources Recruitment: Career matchmakers

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What makes a great police officer? What do you ask someone who's applying to be a 911 operator? How do you know if someone's right for a job by looking at their online application? These are all questions that Gwinnett County's Human Resources professionals are trained to answer in order to help attract the best and brightest candidates to work for the County.

In June, Gwinnett County Human Resources and Police worked together to hold a job fair for police officer and 911 operator recruitment. During job fairs, they screen all applicants, give a preliminary orientation, perform physical fitness tests, and answer questions about the positions.

With an extensive recruitment process, Gwinnett County Police strives to select the applicants who exhibit the highest degree of honesty and integrity. The application process alone can take anywhere from two to four months to complete and takes the cooperation of Human Resources and Police to eventually hire the right candidate for the job. "They know police and public safety; we know HR," says Human Resources Manager Michele Westerfield. "We work together to attract and retain the best employee. If we do our job right, they get the right people."



*Human Resources Associate **Donna Pratt** works with Gwinnett Police to perform physical fitness tests on prospective recruits*



*Human Resources Manager **Michele Westerfield** assists applicants with the online recruitment process*

The search

Gwinnett County is unique in that it has a wide variety of roles to fill. In addition to employing people in police and public safety, the County has positions in courts, administration, information technology, public utilities, facilities management, and more. In 2012, Gwinnett County Human Resources processed 55,528 applications and filled 2,744 positions.

Like most employers these days, the initial screening process begins online. Since any given posting can attract as many as 300 applicants, supplemental questions and minimum requirements help the HR team screen every application and make sure the County complies with the law. Once they've worked with the hiring supervisor to identify a candidate, HR reviews the request for a conditional job offer, contacts the prospective employee, and offers the job. "There's nothing like getting to

make a final job offer in the midst of this economy," said Human Resources Associate Donna Pratt. "I've had people crying on the phone with me! There's no better feeling than knowing that you are giving someone a great opportunity."

Divide and conquer

Human Resources does not just help find employees, they also work hard to train and retain them. Any change in an employee's career comes through the department, including changes in work hours, the addition of beneficiaries, and even promotions. To handle these wide-ranging job responsibilities, the Human Resources department has different teams that support other departments with everything from benefits and employee relations to compensation and class to recruitment and volunteerism. "Exposure to everything under the human resources umbrella makes us well-rounded professionals," said HR Associate Janice Cepeda. "I love to multitask, and we are always learning and doing something new. You never know what any given day will bring."

Find a job with Gwinnett County Police at www.gwinnettpolicejobs.com. For other Gwinnett County career opportunities, visit www.gwinnettcountryjobs.com.