



Selection Process Overview

Our hiring process is designed to be fair and transparent. Steps may vary depending on the position and number of applicants, and we will keep you updated on your status throughout. If you are applying for a position with the Washington County Sheriff's Office, please refer to the job posting for detailed information on the selection process. If you have questions, please contact the Talent Acquisition Business Partner listed on the job posting or email Careers@WashingtonCountyOR.GOV.

Minimum Qualification (MQ) Review: Talent Acquisition will review applications for minimum qualifications, as outlined in the job posting, during the week following the posting's close date. To be considered, applicants must submit a fully completed application. Resumes cannot be accepted as a substitute for a completed application.

Preferred Qualification (PQ) Review: Depending on the needs of the position, Talent Acquisition may also review applications for preferred qualifications.

Subject Matter Expert (SME) Review: A panel of subject matter experts may review qualifying applications, including responses to the supplemental questions. This review typically takes two weeks to complete.

Interview Eligible List: Candidates who successfully pass the previous evaluation steps, along with minimally qualified veterans requesting veteran's preference, will be placed on an Interview Eligible List. The eligible list will be active for 6 months and candidates may be contacted about their interest in future openings.

Interviews: The top ranked candidates and all veterans requesting veteran's preference from the Interview Eligible List will be invited to participate in a panel interview. The number of interview rounds will vary depending on the position and recruitment needs.

Reference Checks: We will request 3-4 professional references from top candidate(s) prior to extending an offer.

Conditional offer: The top candidate(s) will receive an offer for the position(s). If there are any conditions of employment, they will be outlined in the written offer.

- **Pre-hire conditions** must be successfully completed before a start date is set.
- **Post-hire conditions** must be completed within the specified timeframe in the offer letter for continued employment.

We do not recommend giving notice to your current employer until you have been notified that all conditions of employment have been met.

Start Date: The hiring manager will reach out to set a start date after all pre-hire conditions have been successfully completed.

Non-Conditional Offer: If there are no conditions of employment, a start date will be set once the offer is accepted.

Department of Human Resources

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