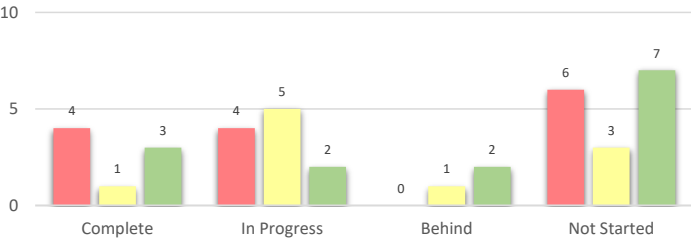## Action Register - Recruitment - Police/Police Dispatcher

Process Leaders: Jeff Spence/Abby Cochran
Process Champion: Mark Thomas
Last Update: 6/21/18

	High	Medium	Low	Total	% Of Total
Complete	4	1	3	8	21%
In Progress	4	5	2	11	29%
Behind	0	1	2	3	8%
Not Started	6	3	7	16	42%
Total	14	10	14	38	
% Of Total	37%	26%	37%		

ID	Description	Project	Status	Priority	Due Date	Complete	Owner	Owner2	Owner3
1	Create Timeline of new recruitment events	Pre-Recruitment	Complete	High	21-May-18	Complete	All		
2	Determine what measures will be used to determine success of this project	Reporting	In Progress	High	15-Jan-19		Melissa Jackson	Sheila Murphy	Chad Cohagen
3	Review Hiring Process Before and After; edit as needed; agree on process moving forward	Administration of Process	Complete	High	21-May-18		Abby Cochran	Jeff Spence	Mark Thomas
4	Complete Action Register	Pre-Recruitment	Complete	Low	21-May-18		All		
5	Determine Chief's interview participants	Interviews	Complete	Medium	21-May-18		Mark Thomas	Jeff Spence	
6	Demo Criticall software for Police Radio Dispatcher	Examination	Complete	Low	23-May-18		Angie Collins		
7	Process for approving disqualifications from list	Administration of Process	Complete	High	25-May-18	Complete	Mark Thomas	Jeff Spence	Abby Cochran
8	Edit Civil Service Rules & Regulations	Forms/System Update	In Progress	High	1-Jun-18		Abby Cochran	Kayla Holbrook	Abby Cochran
9	Present recommended changes to Civil Service Rules & Regulations to Mayor	Forms/System Update	Complete	High	10-Jul-18	Complete	Abby Cochran	Mark Thomas	
10	Determine dispatcher testing process (post criticall eval.)	Administration of Process	In Progress	High	1-Jun-18		Angie Collins	Abby Cochran	Sheila Murphy
11	Provide NeoGov system training to detectives involved in process	Administration of Process	Behind	Medium	8-Jun-18		Melissa Jackson		
12	Create standardized reasons for no longer in process (to then be loaded into NeoGov)	Forms/System Update	Behind	Low	12-Jun-18		Melissa Jackson	Chad Cohagen	
13	Create notice templates for each standardized reason in NeoGov	Forms/System Update	Behind	Low	12-Jun-18		Melissa Jackson	Chad Cohagen	
14	Present recommended changes to Civil Service Commission	Forms/System Update	Not Started	High	10-Jul-18		Abby Cochran	Mark Thomas	
15	Present Civil Service Rules & Recommendations to City Council	Forms/System Update	Not Started	High	17-Jul-18		Abby Cochran	Mark Thomas	
16	Create liability waiver to replace healthcare provider form	Forms/System Update	In Progress	Medium	30-Jun-18		Blair Thomas		
17	Confirm that notarization of background form and offer are not required	Forms/System Update	Complete	Low	30-Jun-18	Complete	Blair Thomas		
18	Create Survey and Process for Survey - Upcoming Retirements	Pre-Recruitment	Not Started	Low	1-Jul-18		Sheila Murphy		
19	Create offer letter	Forms/System Update	Not Started	Low	1-Jul-18		Melissa Jackson		
20	Create formal request form for hiring	Forms/System Update	In Progress	Low	1-Sep-18		Jeff Spence	Joann Bury	Mark Thomas
21	Update Applicant Packet for Police Officers	Forms/System Update	Not Started	High	15-Sep-18		Melissa Jackson	Abby Cochran	Jeff Spence
22	Update Applicant Packet for Police Radio Dispatchers	Forms/System Update	Not Started	High	15-Sep-18		Melissa Jackson		
23	Create new marketing/recruitment materials	Pre-Recruitment	Not Started	Medium	1-Oct-18		Sheila Murphy	Niel Jurist	
24	Create reporting (on candidates, on process, etc.)	Reporting	Not Started	Low	1-Oct-18		Kayla Holbrook	Melissa Jackson	
25	Determine reporting timelines and recipients	Reporting	Not Started	Low	1-Oct-18		Kayla Holbrook	Melissa Jackson	Chad Cohagen
26	Review and create communication process for notifying internal staff on new postings	Pre-Recruitment	Not Started	Low	1-Oct-18		Melissa Jackson		
27	Review Gahanna's information on NTN site to ensure consistency with recruitment/messaging	Pre-Recruitment	Not Started	Low	1-Oct-18		Melissa Jackson	Sheila Murphy	
28	Review information on City jobs page AND Police page for consistency with recruitment/messaging	Pre-Recruitment	Not Started	Low	1-Oct-18		Melissa Jackson		
29	Creation of questions for Panel Interview	Interviews	In Progress	Medium	15-Jan-19		Blair Thomas	Matt Kissel	
30	Creation of questions for Chief's interview	Interviews	Not Started	Medium	15-Jan-19		Abby Cochran	Jeff Spence	
31	Create Standard Operating Procedure for Police Officer	Forms/System Update	In Progress	Medium	15-Jan-19		Abby Cochran	Jeff Spence	
32	Create Standard operating procedure for Police Radio Dispatcher	Forms/System Update	In Progress	Medium	15-Jan-19		Abby Cochran	Jeff Spence	
33	Simulate the panel interview	Interviews	Not Started	Medium	15-Jan-19		Melissa Jackson	Abby Cochran	
34	Train panel interview participants	Interviews	In Progress	Medium	15-Jan-19		Melissa Jackson	Abby Cochran	
35	Determine timeline for evaluation of annual process	Administration of Process	In Progress	Low	15-Jun-19		All		
36	Discuss with the schools using their media center for dispatcher testing	Administration of Process	Not Started	High	31-Jul-18		Nancy Ballenger		
37	Contract with Criticall - go live?	Administration of Process	Not Started	High	31-Jul-18		Abby Cochran	Angie Collins	Sheila Murphy
38	Determine PT dates	Administration of Process	Not Started						
39	Workforce Development - Youth	Pre-Recruitment	In Progress	High	31-Oct-18		Jeff Spence	Sheila Murphy	Mark Thomas