



DHRM HR Highlights December 2020

New Tools to Enhance Talent Outreach

DHRM remains focused on supporting the needs of the Commonwealth to attract and retain inclusive talent. In May, we shared our Talent Outreach strategy, including the commitment to identify and promote the hiring and continued employment of veterans in the state workforce. Our strategy incorporates several key areas of focus, including in part:

- Recruitment materials
- Ensuring our job postings have military-friendly language
- The creation of job aids to better understand the value of military compensation and compare it with state compensation and benefits.

The following enhanced tools and resources have been added to our [DHRM website](#) to aid Talent Administrators with their recruiting efforts, including those targeting Veterans, Individuals with Disabilities and Military Spouses.

Military Compensation Comparison Chart – This pay chart provides a comparison between military pay by rank and the corresponding pay band in state government. It also highlights the top 20 jobs in state government that historically attract Veterans. Agency Recruiters can leverage this tool to better evaluate military work experience to determine the level of responsibility held in the military and corresponding level within the state structure to ensure job offers are appropriate. It may also assist transitioning veterans to understand how to navigate the Commonwealth compensation structure.

Military Language Job Posting Sample – This sample military-friendly language can be incorporated into job postings to highlight our commitment to the employment of Veterans, including Veterans with Disabilities, and Military Spouses. In addition to the general language, a sample is designed to specifically target the Military Medics Corpsman Partner Program and the Hire Vets Now Fellowship program.

Time to Fill Report Builder Guide - This guide provides a step by step process to build the data report in RMS that will assist you in monitoring your agency's time to fill rate. Tracking this data monthly, quarterly or annually will allow you to evaluate trends and improve your hiring process. Please be mindful that RMS provides real time data. Therefore, consistently updating your posting status in RMS will ensure more accurate metrics.

Time to Fill Tracking Template - This tool was designed based on feedback from several agencies to allow you to easily export data and track the number of days from open date to hire date for individual postings. This will aid in evaluating potential bottlenecks needed to improve productivity and enhance the candidate experience.