

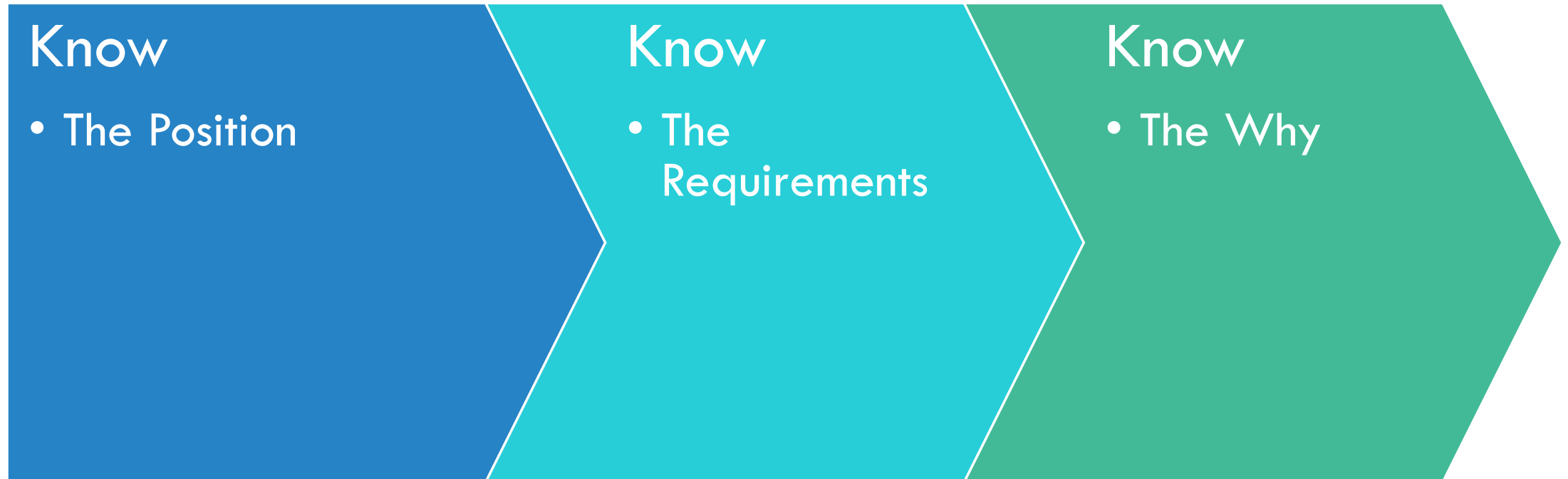
# ANSWERING THE WHY

Keys for Finding Top Talent

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Senior HR Specialist – City of Wichita



# CRITICAL STEPS



# KNOW THE JOB

Top 3-5 CRITICAL functions of the job and WHY

IMPACT to the organization

IMPACT to your clients or those you serve

1

2

3

#### SKILLS

- Be very specific
- Tied to Critical Functions

#### EDUCATION

- Be ready to validate
- Licenses
- Certifications

#### BEHAVIOR

- Teamwork
- Work Independently
- What motivates them?

# CRITICAL CANDIDATE REQUIREMENTS

# THE POSTING – THE DREADED BULLETS

- Monitors and ensures compliance with policies and procedures.
- Analyzes and summarizes information to support project planning and/or responding to public issues.
- Prepares reports and recommendations.
- May conduct oral presentations regarding process changes or topics researched.
- Coordinates special projects involving multiple divisions.

# THE POSTING – THE STORY

Jane Jackalope

# IMPACT TO THE ORGANIZATION

Feeds	The Culture
Creates	Consistency Across the Organization
Enhances	The Employment Brand

# KNOW THE WHY

KNOW THE JOB IN DETAIL

KNOW THE REQUIREMENTS

KNOW THE IMPACT

RECRUIT FOR SKILLS / INTERVIEW FOR BEHAVIOR

TELL YOUR STORY

BUILD YOUR CULTURE



# THANK YOU

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