

## **Cascade Hiring**

*The purpose of this document is to provide an overview of the cascade hiring process to applicants seeking employment with the City of San Jose.*

Congratulations! You just got a promotion. Your first assignment: start a recruitment for your replacement. If you've ever experienced this scenario, you'll appreciate our latest workforce innovation.

As you may have experienced in your work group, when a higher classification is posted, a lower-level classification in the same job series may become vacant real soon. In fact, over the last year, the City has averaged a 44 percent internal hiring rate. That figure is phenomenal, demonstrating that employees are growing their skills and advancing professionally in their City careers. However, it's resulted in hiring staff having to start from square one to fill positions created by internal promotions and transfers.

Consider as a hiring manager, you just finished a three-to-four month recruitment process that successfully ended with an internal promotion. Wouldn't it be more efficient if a pool of interested candidates was already screened and ready to interview for the newly vacant position?

The answer is "of course," according to the Citywide WorkForce Support and Development Strategy's Hiring Team which is now piloting a new approach to recruitment that is expected to provide this kind of turnkey solution. It's called Cascade Hiring and the concept is pretty simple.

On a trial basis, participating departments will coordinate with the Human Resources Department to post job opportunities as they normally do. However, the department may choose to use the same job announcement to recruit for both higher- and lower-level classifications at the same time when it's reasonable and practical to do so. Departments can opt to use Cascade Hiring when it's expected that a higher-level vacancy may be filled from the ranks of employees occupying similar, lower-level positions in the same job series.

Interested candidates could apply for one or both of the posted classifications simultaneously while using the same application. One hiring manager would be able to screen, interview and fill the higher position first. Once that part of the process is completed, another manager would access the remaining candidate pool to fill a position left vacant by the newly promoted employee.

Essentially, the goals of this approach are to speed-up the hiring process for the department and relieve employees from having to complete several applications when similar opportunities are likely to become available in the near future.

Take note: Cascade Hiring opportunities are here! When you see the phrase, “Cascade Hiring Opportunity,” take the time to read the job announcement carefully. Even if you are not interested in the higher-level position, it may benefit you to throw your hat in the ring, considering that lower-level opportunities may become available. You never know when another vacancy or job posting is coming down the pike!

You can also contact the Human Resources’ Employment Division at (408) 535-1285 for further details.

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**1. What is Cascade Hiring?**

Cascade Hiring would allow the advertising and recruitment of positions at multiple levels in a job series at the same time. Given that nearly half of City recruitments result in internal promotions, Cascade Hiring would create a pool of qualified candidates, potentially quickening the hiring process for filling subsequent vacancies when vacated due to an internal appointment.

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**2. When is Cascade Hiring appropriate?**

Cascade Hiring is appropriate when a higher level recruitment may result in a new vacancy at the next lower level in the same job series. It's also applicable when vacancies already exist at both levels in the job series and additional vacancies may result from the higher level recruitment. It is most appropriate for job series specific to a single department or to a small number of departments that agree to coordinate. It is not intended for broad job series classifications in which assignments vary greatly by department.

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**3. What's the purpose for posting potential Cascade positions? How does it benefit the applicant?**

The purpose is to shorten the recruitment process by having a candidate pool ready in anticipation of a lower level vacancy that resulted from a promotion. The benefit is having applicants in the lower classification ready to be interviewed as well as relieving the applicant from having to fill out multiple job applications if they are interested in both the higher and lower level positions.

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**4. Is a department obligated to conduct Cascade Hiring if an internal hire may occur or vacancies exist at multiple levels in a job series?**

No, this is an optional process that will be considered for appropriate vacancies that align with the Cascade Hiring purpose. Job postings will clearly state if Cascade Hiring will be used in the job announcement itself.

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**5. If I don't apply to the position that is currently open as a Cascade opportunity, will I miss out on applying for the job if the position is filled internally and a lower level vacancy is available?**

Yes, if a job announcement specifically states that the recruitment is for two levels as a Cascade opportunity, it is necessary to apply in order to be considered for the lower level vacancy if it becomes open due to an internal promotion. Once the recruitment is closed, there will not be another opportunity to apply.

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**6. Will I have to answer all the questions even if I am only interested in a potential cascade of a lower level position?**

The job announcement will clearly specify which questions apply only to the higher level position. If you are only applying for the lower level position, you DO NOT need to answer the questions for the higher level position.

**7. Will there be any communication back to me if the position filled does not cause a Cascade opportunity? How soon can applicants expect to hear an update on the hiring process?**

Yes, candidates will be notified when the selection decision is made if the selection at the higher level did not create a vacancy for the lower level classification.

**8. If a Cascade opportunity opens up a position in another department, will I be considered? If I am not interested in joining that department, how does it affect me?**

Yes, if the other department agreed to participate in Cascade Hiring and the job posting stated it was a multiple department Cascade Hiring opportunity, all qualified candidates would be contacted to schedule an interview. For multi-department Cascade Hiring, candidates will have the opportunity to specify which departments they are interested in.

If the Cascade recruitment opens a vacancy in a department that was not included in the original posting and the new department is interested in the Cascade candidate pool, Human Resources will evaluate whether additional internal outreach is needed.

**9. If the Cascade recruitment does not create a new vacancy but a vacancy at the lower level occurs later in the same or another department, could the lower level candidate pool be considered?**

Yes, the lower level candidate pool could be considered at the department's discretion, provided the new position had similar criteria and it was included in the original Cascade Hiring job posting.

**10. How do I find out what classes are in a job series?**

View the City's [Table of Classes](#).