



Time to Fill Expectation FAQs

What is the Governor's expectation on hiring?

Agencies will monitor hiring practices to ensure that the average time to fill positions does not exceed 50 days. Time to fill is calculated from the date a job is posted to the date a candidate is moved into the offer stage in Workday. This is intended to be both a stretch goal for agencies and an early warning indicator of potential recruitment process challenges. DAS will provide the Governor's office with a quarterly progress report. DAS will also monitor enterprise vacancy rates and report on those rates quarterly to the Governor's office.

When does the Time to Fill "clock" start?

The clock starts the date the job announcement is posted on the Workday job board.

When does the Time to Fill "clock" stop?

The clock stops on the date that a candidate is moved into the offer stage (the Workday business process known as Offer Initiated) or the Req Filled date, whichever comes first. Although it is recommended to use the offer function in Workday, not every agency does. If the offer stage is bypassed in Workday, the candidate can either be moved back to the offer stage for that date to be recorded, otherwise the recorded date will default to the Req Filled date (the report will record whichever date comes first).

What if a candidate declines a job offer?

If an alternate candidate is selected for a job offer, the final date recorded will be the subsequent date that the alternate candidate was moved into the offer stage. If there is no alternate candidate selected and the req is cancelled, then no time to fill data will be reported.

What types of recruitments are excluded from the 50-day calculation?

Direct appointments, evergreens, reqs opened 24 hours or less, and executive recruitments (head of agency/board/commission) are excluded from the calculation. With a few exceptions, executive recruitments are usually conducted by the Executive Recruiter in the Chief Human Resources Office at DAS. If you have a question as to whether a req is considered an executive recruitment for the purposes of the time to fill calculation, please contact Katie Matysik, Recruitment Policy Advisor, at katie.matysik@das.oregon.gov.

**Can we run a report to see how we're doing?**

Yes! The Workday report called, "[Talent Acquisition Dashboard: Time to Fill - Job Posting Start Date to Offer/Job Filled Date | Company Prompt](#)" will display your agency's time to fill data. You can also review the statewide average by quarter, and averages of all agencies in the reports published on the SIEA website: <https://www.oregon.gov/das/pages/strategic-initiatives-and-enterprise-accountability.aspx>

If you have any difficulty with the reports or any questions, please submit a Help Case in Workday or contact the DAS CHRO Enterprise Recruitment team at chro.recruiting@das.oregon.gov.

Are there tools to help recruiters and hiring managers fill positions faster?

Yes! Creating a recruitment timeline sets you up for success. Also, a solid marketing push to create more interest will help increase applicant volume, and engaging with candidates early and often will help prevent candidate drop-off. Planning tools and other resources to accomplish this can be found in the [Recruiting Toolkit](#). If you'd like assistance with improving your recruitment process, contact the DAS CHRO Enterprise Recruitment team at chro.recruiting@das.oregon.gov.