

CHAPTER 2
RECRUITMENT OFFICER ROLES AND RESPONSIBILITIES

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CHAPTER 2

RECRUITMENT OFFICER ROLES AND RESPONSIBILITIES

1. INTRODUCTION.

- a. CHP recruitment officers are responsible for an assortment of duties pertaining to the Department's hiring process. Recruiters must have knowledge of the basic selection process for both uniformed and nonuniformed personnel.
- b. Recruiters are expected to attend recruitment activities and events which occur during evening hours or weekends. If the recruiter cannot adjust to a fluctuating work environment, they may not be well-suited to be a recruitment officer.
- c. The Recruitment Program cannot survive without an extremely proactive approach by all involved personnel. Therefore, it is incumbent upon each recruiter to proactively seek new and innovative recruitment opportunities, as well as continue to attend events which in the past have been successful in identifying candidates.

2. QUALIFICATIONS.

- a. Officers selected as departmental recruiters should possess, at a minimum, the following characteristics and qualifications:
 - (1) Strong commitment to recruitment program objectives.
 - (2) Highly professional appearance and demeanor which presents a positive image of the Department.
 - (3) Self-motivation and ability to work independently in the absence of supervision.
 - (4) The ability to speak effectively and provide recruitment presentations in the presence of large or small groups.
 - (5) Above average writing skills.
- b. Recruiters should have a good working knowledge of the following:
 - (1) Objectives of the Recruitment Program.
 - (2) Objectives and operation of the Explorer Program.
 - (3) The Department's hiring process for both uniformed and nonuniformed

personnel.

(4) Minimum qualifications for Cadet, CHP.

(5) Minimum qualifications for Public Safety Dispatcher.

(6) The Academy training experience.

(7) The wide variety of specialized assignments within the Department.

(8) Current salary, benefits, and retirement information as well as promotional opportunities for uniformed employees.

3. FIELD DIVISION RECRUITER RESPONSIBILITIES.

a. Recruiters are required to perform a variety of functions and participate in an array of events for the purpose of recruiting qualified candidates for departmental positions.

b. Recruiters locate and attend job fairs, college career days, military transition assistance programs, or other events in which qualified candidates may be identified.

c. Recruiters develop and conduct Applicant Preparation Program (also known as APP) seminars/workshops to assist candidates in the precertification testing phases (written examination and physical ability test [PAT]).

d. Recruiters assist in proctoring the written examination and PAT for Cadet, CHP.

e. Recruiters respond to telephone calls from candidates in a timely manner, and when requested, e-mail recruitment information to potential candidates.

f. Recruiters work with Cadet Hiring and Recruitment Section, Recruitment Unit, to identify recruitment advertisement opportunities.

g. Recruiters distribute recruitment material to Division Area commands, prospective candidates, community groups, or establishments where potential candidates may be identified.

h. Recruiters assist local commands with recruitment activities.

i. When necessary, recruit qualified candidates for nonuniformed classifications.

j. Recruiters coordinate with Area commands to identify officers and other staff as role models to assist in departmental recruitment efforts.

k. Recruiters assist local commands with the establishment of the Area explorer

post, including recruitment of members and advisor training.

I. Recruiters develop and maintain working relationships with community groups in order to enhance recruitment efforts.

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