

## **August Bureau of Human Resources Dashboard - Citywide Summary**

The Bureau of Human Resources Dashboard is an interactive data visualization that allows exploration of key metrics related to recruitment and retention. This tool is updated monthly to depict the prior months' performance measures.

The data presented in this summary is aggregated for all City bureaus except the Portland Police Bureau.

The data are cumulative for the FY25 fiscal year to date, from July 1, 2024 to August 31, 2024.

### **Recruitment Timeline Metrics – Time to Fill and Time to Post**

*Time to Fill is the length of time between the date a requisition is received by the Bureau of Human Resources to the date a verbal offer is extended to the selected candidate.*

The average Time to Fill for non-casual recruitments for the month was **77** days.  
The average Time to Fill for non-casual recruitments for the current fiscal year to date is **90** days.

*Time to Post is the length of time between the date a requisition is received by the Bureau of Human Resources to the date that the job is posted and can begin accepting applications. Some recruitments are for only one bureau, while others require coordination among multiple bureaus.*

The average Time to Post for August was **7** business days.  
The average Time to Post for the current fiscal year to date is **6** business days.  
The average Time to Post for single-bureau recruitments for August was **7** business days.  
The average Time to Post for multi-bureau recruitments for August was **6** business days.  
The average Time to Post for the current fiscal year to date for single-bureau recruitments is **6** business days.

### **Recruitment Timeline Metrics – Closing to List and Referral to Offer**

*Closing to List is the number of days from the date a recruitment closes to the date when the list of eligible candidates is produced. The final step of the recruitment process varies among recruitments. For some recruitments, the final step is a BHR review, where applications are reviewed by staff in the Bureau of Human Resources; some recruitments have an SME review, where applications are reviewed by subject matter experts in the hiring bureau; and some recruitments have some form of testing as the final step to determine which candidates meet the minimum qualifications and make the eligible list.*

The average Closing to List for August was **7** business days.  
The average Closing to List for the current fiscal year to date is **7** business days.

For recruitments whose final step was a BHR review, the average Closing to List for August was **5** business days.

For recruitments whose final step was an SME review, the average Closing to List for August was **7** business days.

For recruitments whose final step was No Review, the average Closing to List for August was **1** business day.

For recruitments whose final step was Testing, the average Closing to List for August was **15** business days.

The average for the current fiscal year to date for recruitments whose final step was a BHR review is **8** business days.

*Referral to Offer is the length of time from the date a list of eligible candidates is referred to the hiring bureau to the date when a verbal offer is made to the selected candidate.*

The average Referral to Offer for the current fiscal year to date is **36** days.

### **Recruitment Volume Metrics**

The number of new requisitions received by the Bureau of Human Resources in August was **89**. Of these, **54** were requests to conduct new recruitments.

The total number of requisitions received in the current fiscal year to date is **241**, of which **127** were requests to conduct new recruitments.

The new requisitions received in August requested that **254** vacancies be filled.

The total number of vacancies that have been requested to be filled for the current fiscal year to date is **1,042**.

The number of vacancies filled in August was **100**.

The total number of vacancies filled in the current fiscal year to date is **254**.

### **Qualified Applicant & Hire Diversity**

The number of qualified applicants who were referred for positions that were filled in the current fiscal year to date was **6,834**.

**50%** of qualified applicants identified as male, **46%** identified as female, **4%** identified as X, and less than **1%** did not disclose their gender.

**63%** of qualified applicants identified as White or European American, **1%** as American Indian or Alaska Native, **6%** as Asian or Asian American, **8%** as Black or African American, **12%** as Hispanic or Latino/a/e/x, **1%** as Middle Eastern or North African, **1%** as Native Hawaiian or Pacific Islander, **7%** as Multiracial/Multiethnic, and less than **1%** did not disclose their race/ethnicity.

The number of applicants who have been hired for positions in the current fiscal year to date is **254**.

**52%** of hires identified as male, **45%** identified as female, **2%** identified as X and less than **1%** did not disclose their gender.

**65%** of hires identified as White or European American, **1%** as American Indian or Alaska Native, **10%** as Asian or Asian American, **6%** as Black or African American, **10%** as Hispanic or Latino/a/e/x, less than **1%** as Middle Eastern or North African, **2%** as Native Hawaiian or Pacific Islander, **6%** as Multiracial/Multiethnic, and less than **1%** did not disclose their race/ethnicity.

### **For More Information**

If you are a person with a disability who is using a screen reader and you have a need for data for a specific bureau or classification, or for a previous month or fiscal year, please submit a request to [BHRcommunications@portlandoregon.gov](mailto:BHRcommunications@portlandoregon.gov).