



# HIRING FREQUENTLY ASKED QUESTIONS

COME WORK WITH US!

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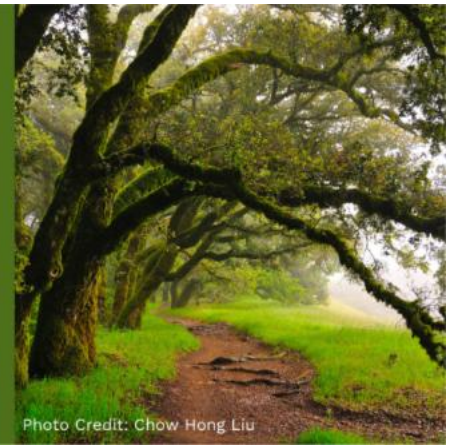


Photo Credit: Chow Hong Liu

## **How do I find and apply for a job with the Midpeninsula Regional Open Space District (Midpen)?**

All Midpen jobs are listed online at [CalOpps.org](http://CalOpps.org). Applications must be submitted through [CalOpps.org](http://CalOpps.org)

## **I'm considering applying for an opening at Midpen. What would be helpful for me to know?**

Midpen offers a unique opportunity to contribute to the preservation of open space and public access to preserves. With a mission focused on natural resource conservation, Midpen is seeking individuals who are passionate about making an impact. It would be helpful to have a feel for our organization – the values that drive us, and some of our programs and services. That way, you will be able to determine whether there is possibly a good match between what the District is looking for and what you have to offer. Prospective candidates can gain insights into the organization's values and culture by exploring Midpen's presence on [LinkedIn](#), [Facebook](#), [Instagram](#), and [X](#) and reviewing Midpen's [website](#).

For details on Ranger Recruit/Ranger positions, please see the [informational brochure](#).

## **Is the information listed on the job announcement subject to change?**

While we do our best to honor interview and testing timelines, they may be adjusted depending on unforeseen circumstances. Additionally, recruitment postings and deadlines may be extended. The provisions of any job announcement do not constitute an expressed or implied contract. Any provisions contained in the job announcements may be modified or revoked without notice or a recruitment may be cancelled without notice.

## **Am I guaranteed an interview if I apply?**

While meeting the minimum requirements for one of our jobs is an important first step, it does not ensure an invitation to interview. The recruitment process is highly competitive, and only applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview. Read through the full job announcement and application instructions before applying. Following instructions can help ensure smooth submission. It's always beneficial to tailor your application and cover letter to highlight how your specific skills and experiences align with the job's requirements.

## **Who reviews my application?**

The process of identifying the most qualified candidates for a position is a collaborative effort that involves careful consideration and evaluation. When you submit a job application, it is reviewed by a recruitment specialist in the Human Resources Department and a team of subject matter experts from the hiring department. Together, they work to identify the most qualified candidates for the position. Applications without the required application materials will not be considered for the position. You must submit applications by the closing date indicated on the job announcement. Review your application before you submit it. Clarity, grammar, spelling, and following instructions are important. Ensure that all information submitted is accurate and complete. Once you submit your application, you cannot make changes to it.

Incomplete or improperly completed online applications may be rejected even if you are qualified for the position for which you are applying. Applications must be submitted by the closing date indicated on the job announcement. Applicants found to have falsified their qualifications, experience, training, education, and/or responses to application questions may be disqualified at any point in the recruitment process and may be denied future employment with Midpen.

### **How is an "Open Until Filled" recruitment different from recruitment with an application deadline?**

An "open until filled" recruitment indicates applications will be accepted on an ongoing basis until the position is filled, which means the recruitment may close at any time and without notice. If you are interested in a position, we highly recommend you apply prior to the first application review date. This date is specified on the job announcement. If you apply *after* the specified "first application review date", there is no guarantee that your application will be reviewed.

### **What is the time frame for receiving information about the status of my application?**

Human Resources endeavors to notify every applicant via email as soon as possible after the application deadline. For recruitments that are "open until filled", applicants who apply prior to the first application review date will be notified of their application status as soon as possible after the first application review date. Applicants who apply after the first application review date will be notified of their application status upon completion of the first interview schedule as outlined on the job announcement.

### **I've been invited to participate in a job interview with Midpen. What should I expect?**

Panel style interviews will either be virtual or in person. A Midpen recruiter will send you an email containing several choices for a time for your interview. Once all candidates have selected a time and a schedule is created, the recruiter will email you information about your interview. If your interview is virtual, the recruiter will email you instructions on how to join Teams for your interview. It's recommended that you read this information and familiarize yourself with Microsoft Teams videoconferencing technology prior to your interview. A job interview is about making a good impression. Be prepared to share your qualifications to maximize the use of the allotted time. For more information about the hiring process, refer to the [recruitment and hiring process document](#).

### **The job announcement gives a salary range, but how is my exact starting salary determined?**

All District jobs have a salary range assigned to the position with a minimum and maximum step. To view the official salary plan, please visit:

[Employment Opportunities | Midpeninsula Regional Open Space District](#)

The General Manager, at their discretion, determines starting pay for individual employees within the pay range commensurate with the candidate's experience, education, knowledge, specialized skills or other relevant criteria. For intern, seasonal, and Ranger Recruit positions, the hourly rate of pay listed on the job announcement is firm.

### **What happens if I'm in the qualified pool but not selected to fill the position?**

When Human Resources conducts a recruitment process for a regular position (based on performance and scores during testing or interviews) a list of candidates who are qualified and eligible for appointment to the position may be established. This list is called a "qualified candidate pool." This list is normally effective for up to one year. To fill the immediate opening, the hiring department will select from among the top candidates. If another position opens up in the next twelve months the hiring manager will review candidates in the pool and make a recommendation. Consideration is dependent on operational needs and is at the discretion of the hiring department.

## **What's the difference between a "Regular" position and a "Limited Term" position?**

- Regular positions are Board-approved, continuous positions and may be full-time or part-time, but do not include limited-term positions or temporary positions. In accordance with Midpen's Personnel Policies and Procedures Manual, regular positions serve a 12-month probationary period at the start of their appointment and receive the compensation and benefits afforded to the classification.

Probationary employees are considered "at-will" and may be terminated at any time during their probationary period without cause and without the right of appeal or grievance. Initial new hires appointed to the Ranger, Lead Ranger or Supervising Ranger classification are on probation during the Field Training Program (FTP). Upon successful completion of the FTP, they shall serve a standard probationary period of at least 12 consecutive months.

- Limited term positions are authorized by the General Manager or Board and may be full-time or part-time and are approved for a limited duration. Limited term employees receive the same compensation and benefits afforded to the classification, however, limited-term employees do not serve a probationary period and are considered at-will for the entire duration of their limited term employment, which means they are subject to dismissal at any time, without cause, without advance notice, and without the right to a hearing or appeal. The duration of the limited term position is posted on the job announcement.

## **Whom should I contact if I need an accommodation for the recruitment process?**

Midpen is an Equal Opportunity Employer. Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200 or via email at [hr@openspace.org](mailto:hr@openspace.org).

## **What if I own my own business and want to work at Midpen?**

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Outside employment decisions by the District are provided in writing and at the District's sole discretion.

Additional information can be found in the [Personnel Policies and Procedures Manual](#) Section 4.13 Off-Duty Employment and Business Ownership.

## **What is Midpen's view on Diversity, Equity, and Inclusion?**

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy, be inspired by, and experience the healing power of nature from the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

We are committed to fostering an inclusive, equitable, and diverse work environment where every individual is valued for their unique contributions. We firmly believe that diversity is a strength, enabling us to achieve greater success and serve our community more effectively. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, marital or family status, disability, gender identity or expression, veteran status, or any other legally protected status.

## **What if I live outside of the Bay Area and am considering relocating for a job at Midpen?**

Before committing to the application process, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to the position's assigned work location from outlying areas.

### Can I get feedback on my application and/or interview?

Due to the high volume of applications we receive and the high volume of candidates we interview, we are unable to provide individualized feedback. However, please know that we truly value the time and energy you have invested in the process, and we encourage you to apply for future opportunities that align with your skills and experience.

### Does Midpen offer 100% remote work?

No, but Midpen offers hybrid work for many positions following successful onboarding. Hybrid work schedules, if available, are based on operational needs.

Contact	Contact Information
Human Resources	(650) 691-1200 <a href="mailto:hr@openspace.org">hr@openspace.org</a>
Administrative Office	5050 El Camino Real Los Altos, CA 94022-1530 <a href="http://www.openspace.org">www.openspace.org</a>