



RECRUITMENT AND HIRING PROCESS

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Human Resources

The Human Resources Department is responsible for the recruitment and selection process for all positions at the Midpeninsula Regional Open Space District (Midpen). Midpen employs a staff of more than 200 employees in 13 departments: Budget and Finance, Engineering and Construction, General Manager's Office, General Counsel's Office, Human Resources, Information Systems and Technology, Facilities and Fleet, Land Stewardship and Trails, Natural Resources, Planning, Public Affairs, Real Property and Visitor Services.

Register and Apply Online

The recruitment process for a job at Midpen involves a series of steps designed to identify the most qualified candidate for the position. This includes a review of applications by subject matter experts, followed by various screening measures such as interviews and skills assessments. Each stage is carefully structured to evaluate the qualifications and potential of each applicant, ensuring a fair and comprehensive selection process. All Midpen jobs are listed online at CalOpps.org. Applications must be submitted through CalOpps.org. To be notified of upcoming job listings, visit CalOpps.org and create a personal profile.

Application Screening

Application materials are reviewed by subject matter experts and evaluated based on the requirements of the position. Each applicant is notified via email of their application status.

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.

The applicants accepted for further consideration will continue in the selection process, which will include one or more of the following steps:

First Panel Interviews

Recruitments include an interview with a panel of three or more people from within the District and other agencies who are familiar with the requirements of the position. The purpose of the interview is to determine the candidate's ability to perform the work required. The candidates are asked prepared questions regarding their work experience and are evaluated on their job-related skills and knowledge. All candidates will be notified via email of their status after the first interview. Depending on the position, the top candidates may be invited to a written/practical exercise or skills assessment.

Written/Practical Exercise

Written/practical exercises provide an objective basis for determining if the candidates have the necessary skills, ability and knowledge required for the position. The content of the exercise is specifically related to the job opening. There are usually no study materials available. Not all positions require these exercises.

Skills Assessment

A skills assessment is an event in which the candidates perform practical tasks or activities related to their field of expertise to a group of qualified assessors. This process is designed to evaluate the candidates' competencies and abilities in a controlled environment, ensuring that they meet the professional standards required for the position they are applying for. This assessment process provides valuable insights into the candidate's potential for success in the role. Not all positions require a skills assessment.

Final Panel Interviews

The top candidates will be invited to a final interview with a panel from the hiring department. The final interview provides an opportunity for the hiring manager to delve deeper into each candidate's qualifications for the position. The hiring manager recommends the candidate they find most suitable to advance to reference checks.

Reference Checks

For the candidate(s) selected to move forward after a final round panel interview, the recruiter will request a list of reference contacts including the current supervisor (if applicable). Midpen will only contact reference contacts who have been authorized by the candidate.

Conditional Job Offer

Candidate(s) selected to move forward after the successful completion of reference checks will be issued a conditional job offer letter. The conditional job offer will provide the conditions of employment. Employment is contingent upon successful completion of a background check.

Background Checks

Candidates who have successfully completed all prior phases of the recruitment process will be subject to a review of Summary Criminal History obtained from the State Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) through Live Scan Fingerprinting prior to employment. Additionally, field positions will require submission of a DMV report and successful completion of a pre-employment physical. Peace Officer positions are subject to a lengthier background check in accordance with Government Code 1030.

Probationary Period

The probationary period is a continuation of the selection process and is designed to ensure that employees are able to satisfy the requirements of the position for which they were hired. In accordance with Midpen's Personnel Policies and Procedures Manual, the standard probationary period is 12 consecutive months of service. 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. For initial new hires appointed to the Ranger, Lead Ranger or Supervising Ranger classification, probation begins during the District's Field Training Program (FTP). Upon successful completion of the FTP, there is a standard probationary period of at least 12 consecutive months.

Performance Review

Upon conclusion of the 12-month probationary period, the candidate's performance will be reviewed. Performance is reviewed annually and is used to determine employee eligibility for a merit increase. For represented positions, please refer to the performance evaluation process outlined in the Memoranda of Understanding (MOUs) on the [employment section](#) of the District's website.

To learn more about current job openings and see a list of all job descriptions, please visit: [Job Opportunities](#)

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