



ILLINOIS JUDICIAL BRANCH

QUICK GUIDE TO RECRUITMENT

STEP ONE: POSITION BRANDING

1. Ensure that your Court, Agency, and Department has a distinct and clear identity.
2. Make sure that the Position is clearly defined and titled.
3. Assess market conditions and proposed pay.

PRE-RECRUITMENT SUGGESTIONS:

Build a career pipeline with Internship, On-Campus Interviews, Career Fairs, and Student Observer Programs. Considering promoting from within.

Partner with high schools, community colleges, and universities to create for-credit programs

STEP TWO: CREATING THE POSTING

1. **Job Description:** Prepared job descriptions are a starting point. Customize the posting to the position and specific employer needs.
2. **Enhance the posting** with descriptions of the many benefits of working for the Courts.
3. **Necessary Information:**
 - *Position Information:* Job title; Classification (exempt or nonexempt under the Fair Labor Standards Act (FLSA)); Salary Grade/Range; Benefits; Physical Demands; Hours; Travel; Work Environment; Supervisory Responsibilities
 - *Applicant Information:* Preferred Education & Experience; Hard/technical Skills & Soft Skills
 - *Disclaimer* that the job description is not a comprehensive listing of all activities, duties, or responsibilities.

Keep your posting succinct!

STEP THREE: ADVERTISING

- **Post** the opening on State, County, and/or Local Government webpages, as well as social media websites and job-search websites.

[Illinois Courts](#)

[Indeed](#)

[National Center for State Courts](#)

- **Host** virtual & in-person job fairs.
- **Increase the reach of your posting with social media.** Promote posts by encouraging “likes” and “shares.” Try to keep your office’s social media accounts up to date with achievements, behind-the-scenes content, and community engagement.
- **Seek referrals** from current and prior employees.

STEP FOUR: THE INTERVIEW

1. **Conduct a 15–20-minute phone screening** to verify the candidate is still interested & potentially a good fit.
2. **Use a panel of interviewers** in place of a single hiring manager.
3. **Use a scoring rubric** to easily rate and distinguish interviewees.
4. **Conduct a structured interview** with questions focused on job-relevant competencies. Use a list of hard and soft skills to guide your questions.

- What are you most proud of in your career?
- Tell me about the best manager you have worked for?
- What has your biggest professional challenge been?

- Tell me about a time you identified a problem in your department and how you resolved it?
- How do you handle mistakes?
- What is the most rewarding part of working as a team?
- Tell me about a time you have adapted to a change?
- How would you handle an unhappy customer?
- How would you prioritize multiple assignments from different managers?
- How would you manage an unmotivated employee?
- How would you handle things if you had almost finished a project, but the scope changed?
- How would you respond to criticism from a supervisor?
- What would you do if you had to work with a difficult manager, judge, or coworker?

5. Avoid non-skills-based questions.

NEVER ASK:

- Are you married?
- Do you have children?
- What did you do for Christmas?
- How old are you?
- Do you have any health conditions that would lead to absences from work?
- Have you ever filed a worker's compensation claim?

6. Avoid commenting on irrelevant & potentially discriminatory information.

- Race, Color, Religious affiliation, Sex/Gender, Sexual Orientation, Gender Identity, National Origin, Age, Disability Status, Genetic Background, Pregnancy, Veteran's Status, Ancestry, Marital Status, Unfavorable Military Discharge, Citizenship/Work Authorization Status, Order of Protection Status, Arrest Record, Criminal Convictions, and Pre-employment Salary Inquiries.

7. After the questions, tell the candidate about the position, explain the benefits, and invite the candidate to ask questions.

8. Close the interview by telling the applicant when they should expect to hear from you.

STEP FIVE: THE OFFER

- Can be formal or informal.
- It should convey the following information:
 - Name/Position of Supervisor
 - Full or Part-time schedule
 - Exempt/Nonexempt (from federal & state overtime requirements) Classification. Nonexempt employees should be advised that they are eligible for overtime pay.
 - Duties
 - Base Salary
 - Benefits
 - Policies
 - At-Will Employment or Union Contract/Collective Bargaining (avoid language stating/implying the period of employment)
 - Contingencies

GENERAL TIPS

- Review your proposed salary & job market before posting the position.
- Streamline the application & interview process as much as possible.
- Sell the benefits of the position & working for the Courts. For example, if the position is eligible for remote work, make sure it is mentioned in the posting & interview.
- Consider the many benefits of interviewing and hiring candidates from diverse backgrounds.
- Limit the hiring timeline to 1 month.