



Title	Ad-Hoc Analysis: Alignment of Selected Employee Hiring Activities to Best Practices
Purpose	To assess potential operational or service delivery risks to Valley Water.
Scope	<ul style="list-style-type: none"> • HR Functions: Recruitment screening, hiring process regarding use of comprehensive background checks and references • Executive and senior management positions
Work Plan	<ol style="list-style-type: none"> 1. Collect leading practices on HR applicant screening and hiring process. 2. Collect employee retention rate for executive and senior management positions. 3. Interview HR Director and staff to discuss VW's applicant process and related screening, hiring process regarding background checks and references. 4. Review current VW recruitment and hiring. 5. Compare information collected to leading practices. 6. Determine if risks are present. 7. Determine if action is needed immediately or if risks warrant a comprehensive audit. 8. Present the results to the Board Audit Committee. 9. Prepare draft memo (to be referred to as a letter report). 10. Board Audit Committee review. 11. Finalize the letter report.
Time Required to Complete	8 days of audit work, spanning 15 days, to begin immediately upon completion of the grants review.
Project Risks	Potential delay in accessing HR related records.