



Human Resources



The Office of Recruitment and Selection (Talent Acquisition)

***Strengthening City Services
Through Strategic Hiring***

Welcome to the City of Detroit

www.detroitmi.gov/humanresources

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Mission Statement

The mission of Talent Acquisition is to support and drive organizational growth by filling vacancies, expanding diverse outreach, and continually improving the candidate's experience in order to hire the best talent.

Vision Statement

Our vision is to hire people who elevate the City of Detroit by strengthening public service, advancing equity, and delivering excellence to residents.

About

The Recruitment and Selection Division, also known as Talent Acquisition, is the City of Detroit's first point of contact for attracting, assessing, and onboarding top talent. We partner with departments to identify workforce needs and deliver a fair, transparent, and strategic hiring process, ensuring every step—from job posting to final selection is conducted with integrity, efficiency, and a strong commitment to equity. Our core services include:

Hiring Process Facilitation

The Talent Acquisition division guides and manages the city's hiring process from requisition through hire. Talent Acquisition serves as the central coordinator, partnering with departments to clarify hiring needs, ensure compliance with civil service rules and EEO standards, coordinate interviews and evaluations, and keep processes moving efficiently.

Through this facilitation, Talent Acquisition ensures consistency, transparency, and timely hiring while supporting departments in selecting qualified and diverse candidates.

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Strategic Recruitment

We actively attract and deliver diverse, highly qualified talent by executing targeted outreach, building strong community and campus partnerships, engaging candidates through career fairs and digital platforms, robust employee pipelines. We also lead executive recruitment, manage seasonal hiring, and rapidly staff new and emerging City initiatives.

Testing and Evaluation (Test Development Unit)

The division includes the City's testing and evaluation function, responsible for creating, maintaining, and administering validated assessments. This includes written exams, performance tests, computerized assessments (CBT), and structured oral appraisal interviews. We partner with subject matter experts to ensure each evaluation is job-related, legally defensible, and aligned with departmental requirements.

Talent Screening and Selection

Our team manages application reviews, candidate prescreening, referral processes, and coordination of interviews.

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Do you need support?

This list includes URLs to online resources, tools, and platforms to assist with recruitment and selection.

If viewing digital e-book, click on the links below to explore:

Interactive Hiring Manager Guide Training:

<https://elearning.easygenerator.com/589d0e11-1d75-4d4d-acc8-66c15e0ea634/#/>

Hiring Manager Hub:

<https://app.smartsheet.com/dashboards/65r9pVGWm88j997p3cH82cm25xgW5qPWC85hFgf1>

Hiring Manager Survey:

<https://app.smartsheet.com/b/form/01985b6219d17c3d89a9e33a071b2702>

Link to Civil Rules to 2, 3,4- These Civil service rules pertain to the hiring process.

[Civil Service Rule 2- Examination.pdf](#)

[Civil Service Rule 3 - Employee Register.pdf](#)

[Civil Service Rule 4-Certification.pdf](#)

Thank you from the Talent Acquisition team. We are here to support you and assist with all of your recruiting needs.