

BEST PRACTICES

Requisition

- Requisition created in OHC
- Requisition associated with exam plan
- Requisition “filled” in Insight when candidate is hired

Job Posting

- Posted on the correct applicant website page (internal vs. external)
- Exam Plan associated
- Relevant job search categories
- Proper county search locations chosen
- Job duties are comprehensive, specific to position vs. generalized class spec, and explained in detail
- Minimum qualifications match class description*
- Preferred qualifications are supported by job duties/position description*
- Supplemental information includes relevant information*
- Supplemental questions are included
- Easy to read and understand (duties are clear, acronyms explained, correct grammar and mechanics used, etc.)
- Formatted correctly (e.g. font size consistent, bullets aligned, etc.)

Supplemental Questions

- Questions effectively address minimum qualifications*
- Questions effectively address preferred qualifications*
- Additional questions are supported by job duties/position description*
- Response options are listed for all possible responses
- Easy to read and understand (correct grammar and mechanics used, etc.)
- Appropriate response format used for advance filters (yes/no; radio button or checkbox)
- Follow-up text box questions used where appropriate*

Exam Plan

- Evaluation steps mirror recruitment process
- Applicants are moved through each evaluation step
- Applicant dispositions are changed
- Display candidate status field is entered in each evaluation step*
- Test menu features are used correctly if applicable*
- Applicants passing all evaluation steps are moved to an eligible list

Applicant Communication

- Display candidate status is updated to "Position Filled" after posting has closed or "Position Cancelled" if posting has been cancelled (unless there is a situation where this does not make sense)
- Notice templates are used for test features*
- Notice template sent to applicants is easy to read and understand (correct grammar and mechanics used, etc.)*
- Applicant self-scheduling is used correctly if applicable*

Referral/Hire

- Eligible list created
- Candidate(s) referred to OHC
- Candidate(s) hired in OHC (start date entered)

Application Screening

- Advanced Filters are used to screen applicants*
- Autoscore is used*

*This function/feature may not be applicable to all recruitments.