SAMPLE SELECTION PROCEDURE LANGUAGE FOR JOB ANNOUNCEMENTS

The Recruitment Task Force continues to evaluate what recruiters need in support of Orange County’s Merit Selection Rules. The Selection Rules require that assessment information be included in all job postings; however, the degree of information provided is at your discretion. In order to assist you, the Task Force has updated the following Selection Procedure samples. We hope that the samples will assist you in informing applicants of what the OC selection process looks like, so they can ensure they are as competitive as possible. If you have questions, please contact any member of the Recruitment Task Force at ochrrtf@ocgov.com.

EXAMPLE 1

**Human Resources | Minimum Qualifications**

Department Name Human Resources screens all applications to identify the most qualified candidates for the position based on the skills required to meet the needs of the County. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

**SELECTION PROCEDURES**

Applications must emphasize all the areas in which the applicant has expertise and accomplishments in the specific competencies related to the position, as applications will be screened to identify the most qualified candidates.

**Application Appraisal Panel | Application Rating** (Refer/Non-Refer): An Application Appraisal Panel (AAP) of job knowledge experts will thoroughly screen all application materials and rate for job knowledge, competencies and related experience described above. The more qualified candidates will be referred to the next step. *(The information you provide will be used as a scoring device, so please be descriptive in your response. “See Resume” is not a qualifying response and will not be scored in lieu of the required information.)*

**Qualification Appraisal Panel | Oral Interview** (Weighted 100%): Candidates will be interviewed and rated by a qualification appraisal panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidates' qualifications for the job. Only the most successful candidates will be placed on the eligible list. *(The panel of job knowledge experts is not granted access to the candidate's application prior to the panel interview; therefore, a candidate's responses to the structured questions should be thorough, detailed and complete.)*

Based on the Department’s needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

EXAMPLE 2

**The Department Name Human Resources** will screen all application materials to identify qualified candidates. After screening, qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

**SELECTION PROCEDURES**

**Application Appraisal Panel | Application Rating** (Refer/Non-Refer): Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. This is a competitive process; therefore, be thorough in your responses.

**Qualification Appraisal Panel | Oral Interview** (Weighted 100%): Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of questions designed to elicit the candidate's qualifications for the job.

Based on the Department’s needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedures.

EXAMPLE 3

**Human Resources | Minimum Qualifications**

The Department Name Human Resources will screen all application materials to identify qualified candidates. After initial screening, qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.
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SELECTION PROCEDURES

Written Exam | Exam (Weighed 100%): A written exam consisting of job-related multiple-choice questions will be administered. Candidates need a passing score on this examination in order to continue in the selection process. Only the most successful candidates will be placed on the eligible list.

Optional Verbiage for Supplemental Questions Instructions as Relates to a Selection Procedure:

SUPPLEMENTAL QUESTIONNAIRE
You are required to provide a full and complete response to the questions. The information you provide will be used as a scoring device, so please be descriptive in your response. Incomplete information will result in a lower score. Note: Responses of "See Resume" or copy and paste of work experience are not a qualifying response and will not be scored.

- Supplemental questions are designed to help you present your qualifications for this position.
- Your qualifications for this position will be rated based on the information that you supply.
- Please provide succinct, concise, descriptive and detailed information for each question.
- Resumes will not be accepted in lieu of completing these questions.
- If you have no experience, write "no experience" for the appropriate question.

HTML Coding To Above Sample Selection Procedure Language

For your assistance we have included the HTML CODING for the above examples. You can just cut & paste into your exam plan.

EXAMPLE 1

</span style="font-size: 14px;">&lt;span style="font-size: 14px;">Human Resources &lt;/span&gt; | &lt;span style="color: #31859b;">Minimum Qualifications</span&gt;&lt;/B&gt;&lt;/p&gt;&lt;p style="text-align: left;"&gt;&lt;span style="font-size: 14px;">Department Name Human Resources screens all applications to identify the most qualified candidates for the position based on the skills required to meet the needs of the County. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition. &lt;/span&gt;&lt;/p&gt;&lt;/B&gt;&lt;/p&gt;&lt;p style="font-size: 14px;">Applications must emphasize all the areas in which the applicant has expertise and accomplishments in the specific competencies related to the position. &lt;/span&gt;&lt;/p&gt;&lt;/B&gt;&lt;/p&gt;&lt;p style="font-size: 14px;">Application Rating &lt;/span&gt;&lt;/B&gt; (Refer/Non-Refer): An Application Appraisal Panel (AAP) of job knowledge experts will thoroughly screen all application materials and rate for job knowledge, competencies and related experience described above. The more qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition. &lt;/span&gt;&lt;/p&gt;&lt;/B&gt;&lt;/p&gt;&lt;p style="font-size: 14px;">Oral Interview &lt;/span&gt;&lt;/B&gt; (Weighted 100%): Candidates will be interviewed and rated by a qualification appraisal panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidates' qualifications for the job. Only the most successful candidates will be placed on the eligible list. &lt;/span&gt;&lt;/p&gt;&lt;/B&gt;&lt;/p&gt;
 Based on the Department’s needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

**EXAMPLE 2**

*Department Name* Human Resources screens all applications to identify the most qualified candidates for the position based on the skills required to meet the needs of the County. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

**SELECTION PROCEDURES**

- **Application Appraisal Panel**
  - **Application Rating** (Refer/Non-Refer): Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. This is a competitive process; therefore, be thorough in your responses.

- **Qualification Appraisal Panel**
  - **Oral Interview** (Weighted 100%): Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of questions designed to elicit the candidate's qualifications for the job.

Based on the Department's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

**EXAMPLE 3**

*Department Name* Human Resources screens all applications to identify the most qualified candidates for the position based on the skills required to meet the needs of the County. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

**SELECTION PROCEDURES**

- **Written Exam**
  - **Exam** (Weighted 100%): A written exam consisting of job-related multiple-choice questions will be administered. Candidates need a passing score on this examination in order to continue in the selection process. Only the most successful candidates will be placed on the eligible list.

**Optional Verbiage for Supplemental Questions Instructions as Relates to a Selection Procedure:**

You are required to provide a full and complete response to the questions. The information you provide will be used as a scoring device, so please be descriptive in your response. Failure to do so will result in an automatic “disqualification.” Incomplete information will result in a lower score. **Note:** Responses of "See Resume" or copy and paste of work experience are not a qualifying response and will not be scored.

Supplemental questions are designed to help you present your qualifications for this position. Your qualifications for this position will be rated based on the information that you supply. Please provide succinct, concise, descriptive and detailed information for each question. Resumes will not be accepted in lieu of completing these questions; “see resume” is not a qualifying response. If you have no experience, write "no experience" for the appropriate question.