Recruiter Training Manual

sourcing candidates

**process**

*developing a recruitment/marketing strategy which includes creating and posting a job announcement*

**program**

*Insight*

**standard recruitment process**

Per the Merit Selection Rules, job announcements must include specific content and are required to be posted for a minimum period of time. Various networking strategies such as using social media, internet (other than the County's website), print media, niche journal advertising, etc, can be considered as components of an overall marketing/advertising strategy. All use of external advertising resources should be aligned with Agency and County policies and procedures. Pre-approval may be required.

Through development of an exam plan, job bulletins are created. Orange County has specific protocols established such as the naming convention which is to be used when creating an exam plan. Click here to view the naming convention tutorial.

**OC Merit Selection Rules**

*Selection Rules - Article II Recruitment and Announcements*

**NEOGOV User Guide**

*For detailed information on the bullets below, please click here to access the Insight User Guide.*

**Insight post**

- Objectives
- What is Insight Post?
- What is Insight App?
- Add a Job Posting
- Associate Job-Specific Supplemental Questions to a Job Posting
- Access the Insight Item Bank
Recruiter Training Manual

- Add Job-Specific Supplemental Questions to the Item Bank
- Edit a Job Posting
- Extend the Job Posting Advertise To Date
- View all Open Job Postings
- View all Draft Job Postings
- View all Archived Job Postings
- View all of my Agency's Job Postings
- Search for a Job Posting
- Permanently Delete a Job Posting
- Inactivate a Continuous Job Posting from your Current Recruitments
- Accept Applications Online
- Receive a Job Posting Advertise To Date Expiration Email Alert
- Using Interest Cards to Automatically Notify Applicants of Job Openings

For detailed information on the bullets below, please [click here](#) to access the OHC User Guide.

**OHC post**

- View All of My Agency's Job Postings

**Insight candidate track**

- Objectives
- What is Insight CandidateTrack?
- Create a New Exam Plan Outline
- Exam Plan Recruiting Plan
- Exam Plan Evaluation Steps
- Exam Plan Tasks
- Exam Plan Notes
- Exam Plan Files
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- Exam Plan Definition
- Insight Notification Template
- OHC Notification Templates
- Subject Matter Expert Review
- Add Applicants to Eligible and Referred Lists
- View Step Statistics and Adverse Impact Reports
- View Applicant Flow for an Evaluation Step
- View Submitted Applications for Job Postings
- Search for Submitted Applications using CandidateTrack
- Print and Download Submitted Applications
- View the Number of Times a Job Posting Has Been Viewed
- View Applicant Master Record

NEOGOV Self-Running Tutorials and PowerPoint Slides

-Insight

Insight 127 - Exam Plan Overview - Insight (.HTML) or (.PPT)
This tutorial includes Exam Plan Overview and Section Definitions of the Exam Plan.

Insight 128 - Create Exam Plan - Insight (.HTML) or (.PPT)
This tutorial includes two ways to create an Exam Plan.

Insight 129 - Creating Supplemental Questions - Insight (.HTML) or (.PPT)
This tutorial includes how to create Supplemental Questions and use the Item Bank.

Contributors’ Page Links

marketing/advertising strategy
job announcements
how do I close my recruitment bulletin?