### Accelerated Workshop: Completing Your Application





#### **Recruitment Process Overview**



#### Job Announcement

- Job description
- Minimum qualifications
- Desirable qualifications
- Required licensure or certification

Monte Sorted X		a d x
← → C ☆ 🏻 https://www.governmentjobs.com/careers/	loc	루 숬 =
🗰 Apps 🔁 Suggested Sites 🚦 IntraOC – County of 🔓 Google 💶 You	Tube 🛅 Download Center: C 🍸 STAR12 - Home 🚦 oc data portal	
≡ Menu >	JOB OPPORTUNITIES	→ Sign In
County of Orang	ge Careers	

At the County of Orange, your career development can lead to many different paths. We offer employee training, lateral learning, and the opportunity to move to various roles in all of our 26 agencies. Get started on your career path now!

Q Search	79 jobs found	J≣ Sort +	₹ <u>Filter</u>
Administrative and Public Benefits Specia	ialist		
	Data Entry / Community Services / Corrections / Court Administra I Estate / Customer Service / Records Management / Attorney / So	th Services / Leg	jal / Social
	ion Specialist II) This recruitment is open to the public and is being Estate Administration Specialist II) vacancies. This recruitment may		
<b>□ y</b> in g <sup>+</sup> <b>≥</b>		Posted 6 days ago	o i Closes In 1 weel
Air Conditioning Mechanic			
Orange County, CA Full-Time Regular - \$76,876.80 annually			

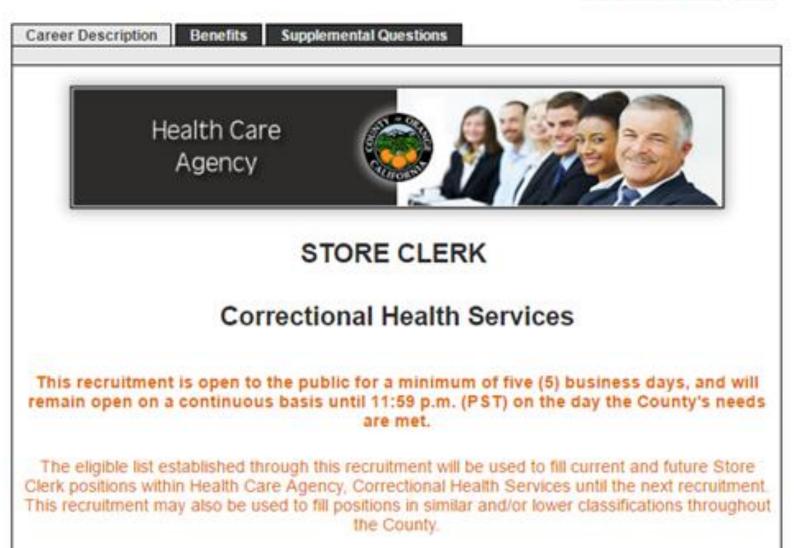
AIR CONDITIONING MECHANIC THIS RECRUITMENT IS OPEN TO THE PUBLIC This recruitment is being held to establish an open eligible list to fill current and future Air Conditioning Mechanic vacancies. Although the current vacancies exist in OC Public Works and OC Sheriff's Department, this eligible list may also be used to fill vacancies I...

🖬 🎽 in 🖇 🖬

Posted more than 30 days ago I Continuous

Job Title: Store Clerk - Correctional Health Services Closing Date/Time: Continuous Salary: \$15.97 - \$21.10 Hourly Job Type: Full-Time Location: Orange County, California

#### Print Job Information | Apply





# Best Practices in Completing an Application

- •Be Thorough and Concise
- Emphasize Minimum and Desirable Qualifications
- Clearly Demonstrate Knowledge, Skills, and Abilities
- Supplemental Questions count toward Minimum Qualifications screening



In Groups

Complete the Minimum Qualifications screening for Edward Smith's application.



#### **Competitive Assessments**

- Purpose of tests/exams
- •Types of exams
  - Application Appraisal Panel (AAP)
  - Qualifications Appraisal Panel (QAP)
  - Performance/Skills
  - Online Assessments

#### **Application Appraisal**

- Job knowledge expert(s) evaluate application packet
- Desirable Qualifications
- •Technical skills (i.e. Education, Experience, Training)
- •Supplemental responses
- Writing skills



#### In Groups

Complete the Application Appraisal screening for Edward Smith's application on Page 3.

Why did he score the way he did? How could he have improved his score on the AAP? Describing Work Experience (ACB) Action - Context - Benefit

Action: Each work experience statement should begin with an action word.

**Context:** Describe the details and background on why you took the action.

**Benefit:** The outcome or result of your action.



#### Partner with a Neighbor

Complete the Work Experience section in Appendix A – Application Workshop.

Tailor your responses to meet the minimum and desirable qualifications of the Staff Specialist bulletin.

#### Eligible List

- Number of applicants is based on various factors:
  - Number of vacancies
  - Business climate and type of recruitment
  - Life expectancy of list
  - Type of positions



#### Referral & Selection Interview

#### Referrals

Selection Interviews

# Finishing Steps

## THANK YOU FOR YOUR PARTICIPATION