

Accelerated Workshop: Completing Your Application





Recruitment Process Overview



Job Announcement

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

Job Opportunities | Sorted: x


https://www.governmentjobs.com/careers/oc

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Menu >

JOB OPPORTUNITIES

Sign In



County of Orange 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!

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

SHOW MORE

79 jobs found






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Administrative and Public Benefits Specialist

Orange County, CA
Full-Time Regular - \$37,710.40 - \$50,024.00 annually
Category: Administration / Administrative Assistant / Clerical & Data Entry / Community Services / Corrections / Court Administration / Health Services / Legal / Social Services / Professional / Miscellaneous / Human Services / Real Estate / Customer Service / Records Management / Attorney / Security

Administrative and Public Benefits Specialist (Estate Administration Specialist II) This recruitment is open to the public and is being held to establish an open eligible list to fill current and future Administrative and Public Benefits Specialist (Estate Administration Specialist II) vacancies. This recruitment may also be used to fill positions in similar and...








Posted 6 days ago | Closes in 1 week

Air Conditioning Mechanic

Orange County, CA
Full-Time Regular - \$76,876.80 annually
Category: Building & Safety / Building Maintenance / Public Works / Trades / Maintenance / Utilities

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 L...



Posted more than 30 days ago | 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](#)

Career Description

Benefits

Supplemental Questions

Health Care
Agency



STORE CLERK

Correctional Health Services

This recruitment is open to the public for a minimum of five (5) business days, and will remain open on a continuous basis until 11:59 p.m. (PST) on the day the County's needs are met.

The eligible list established through this recruitment will be used to fill current and future Store Clerk positions within Health Care Agency, Correctional Health Services until the next recruitment. This recruitment may also be used to fill positions in similar and/or lower classifications throughout the County.



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

ACTIVITY

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

ACTIVITY

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.

ACTIVITY

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**