

E-Recruiting Tips for You

What is a representative workforce?

A representative workforce is a workforce that mirrors the makeup of the community's population relative to gender, age, ethnicities, etc. Effective diversity recruitment is critical to attracting the best talent available.

Why is it important for the County to have a representative workforce?

This is important because it demonstrates that the employer is truly practicing equal employment opportunity. It also ensures that there is variety in the workforce. This benefits the employer because there is a wider range of knowledges, skills, abilities, and backgrounds brought into the workplace by individual employees. This results in more creativity and successful problem solving.

How do I know how my department is doing towards hiring a representative workforce?

You can see how your department is doing by checking out the Agency/Department Workforce statistics on the EEO site. Compare those with the 1990 available workforce statistics to determine if your statistics are equal to each other; i.e. in parity. The 2000 Census comparison will be available later this year. Check out the stats at <http://tech.ocgov.com/ceohr/eo/fatpack.htm>. For more information, contact Bart Bartlett at Bart.Bartlett@ocgov.com.

What are the definitions of the various occupational categories?

The occupational categories are established by the EEOC. Understanding the categories and whether the classifications for which you are recruiting fit into one of those categories will help you determine where you need to advertise. For a description of these categories, contact Bart Bartlett at Bart.Bartlett@ocgov.com.

Are there any sites on the Internet that can help me target a more diverse applicant pool?

Yes! Here are a few sites, which might help you:

- Minorities Job Bank – <http://www.iminorities.com/>
- Minority Career Network – www.minoritycareernet.com
- Equal Opportunity – <http://www.eop.com>
- Asian-American Economic Development Enterprises – <http://www.aede.org>
- National Black MBA – www.nbmbaa.org

- Hispanic Business – <http://www.hispanicbusiness.com/>

How can I as a recruiter better utilize the EEO site?

Make sure that you check the Agency/Department Statistic breakdown to ensure that you are at parity in each EEO Job Category. To do this, check out the EEO site on the intranet at <http://tech.ocgov.com/ceohr/eo/eeohome.htm>. From there, select the County of Orange Employment Statistics. Click on the Ethnic Breakdown – chart 7 and you will see the EEO category ethnic breakdown countywide. Agency statistics will be posted on the web by approximately late April 2002. For the particular job classification, call Bart Bartlett at 834-2081 or e-mail him at Bart.Bartlett@ocgov.com.

How can I determine if my job bulletin is reaching a diverse population?

You can find that out by checking the EEO Report on the Virtual Application. Click on the EEO Report and then find your Job ID. Hit Search and it will bring up your recruitment. The results will show you the ethnicities, Veteran status, and if the applicants are over the age of 40. This report will let you know if you are reaching a wide audience and help you evaluate whether you should modify your advertising strategy.

I have noticed that some of the recruitments going live recently have either eliminated the ADA requirements (Physical Characteristics/Environmental Conditions) or post them as a link. Can I remove them from my bulletins?

Yes, they can be removed or changed to hyperlinks. The County (or we as recruiters) as a courtesy used to put this information on the flyers. This information can also be included on the letters that go out for the selection interviews. Obviously, if the physical requirements are vital to the job, then they should be included in the bulletin. If you have any ADA questions, please contact the EEO Access Office.

Recruitment/Virtual Application Contacts:

- Recruiting including Virtual Application feedback and strategy
 - Marguerite Adams - Marguerite.Adams@ocgov.com, (714) 834-6199
- Virtual Application bulletin modifications or deletions, technical support
 - Erin Hughes - Erin.Hughes@ocgov.com, (714) 834-4616
- TRAC support, back-up Virtual Application Support
 - Zareen Husain - Zareen.Husain@ocgov.com, (714) 834-5318
- TRAC back-up
 - Leon Phung – Leon.Phung@ocgov.com, (714) 834-7357
- Change Social Security Number
 - Ines Lozano - Ines.Lozano@ocgov.com, (714) 834-6287