1. **Animal Care Technician Supervisor August 14, 2015**

Class Code: 4313. Unless you’re using the class code to reference in the job application, don’t see the relevance of having this information in the job add.

Revised: 08-27-15 – Don’t see why this information is necessary to potential applicants. I’m assuming it’s more of an internal tracking detail indicating the last time the position was updated or revised

* Overall the posting and instructions are too long and verbose

Where to Apply

* Suggest they have a direct hyperlink on the form where the applicants can apply such as “apply here”. The ‘Where to Apply’ section provides instructions and tells you to scroll up but it’s an additional or cumbersome next step
* This hyperlink is unnecessary or should be put elsewhere

Selection Process

* The paragraphs about the examination are too wordy and I’ve lost interest trying to read it. In my opinion it’s the core functions of the job that should be stated in the duties or key requirements of the job
* If this is an add that is open to internal candidates (existing employees) then you could make people put in their internal id or a job class code/number or unique identifier to ensure external candidates don’t apply, etc and make it easier to determine which promotions are available to employees
* Suggest a separate link or webpage on instructions for applying City jobs and not within the job posting itself.
* Too much internal jargon like Memorandum of Understanding and Equal Employment Opportunity without definitions (Language that negatively biases the pool of applicants)
* The purpose of the posting is to draw interest of candidates and should be written with the potential candidate in mind
* If it’s against the law to discriminate based on a disability, why would you state the obvious again on the posting.
* I’m confused trying to understand the exact recruitment process. Suggest a chronological list of action items for candidates and what exactly they need to bring or prepare at each process

1. **Motion Picture and Television Manager November 17, 2017**

* The posting is sterile and BORING. Given the industry and type of work, the job lacks clarity and doesn’t mirror the type of candidates it’s trying to attract
* Supervisory position requiring specific/specialized skill set
* Posting is open to both internal and external candidates so suggest a paragraph with a position overview summary with key words
* Also suggest including key or core competencies (time management, people/stakeholder management, change management, customer relationship management, written and verbal communication) rather than just listing specific duties.
* The job posting should be aligned to the job description (which also states working condition, typical projects, tasks)
* ‘Qualifications Review’ – is this section even necessary?
* Perhaps including job family as well as where it relates in the job hierarchy so people know how they can advance their careers or what specific courses they need to upgrade to move to the next promotion

1. **Motor Sweeper Operator – March 16, 2018**

* Same comments as before. Too much info it’s nauseating
* “This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20…” – I have no clue what this means. What is it? What is the context of a validation study, who does it and why does it impact this job and why does the candidate need to know this?
* Even the structure and layout of the posting is too wordy and cramped. More bullets and point form rather than paragraph after paragraph
* There is some semblance of a flow or order but the information jumps around and it’s confusing to gather one has all the required documents or qualifications
* Perhaps a final checklist to help candidates to ensure they have all the required proper documents before applying as a reminder might help those who have language difficulties or other disabilities (like the checklists they use for passport applications in or post-secondary school program applications)