



## Pre-Recruitment Terminology Glossary

<b>Job Announcement</b>	A job posting created within NEOGOV to announce a job opportunity on the web. The announcement for each recruitment shall contain, but is not limited to, information about the position, salary, and form(s) of competition that comprise the recruitment; qualifications; application procedures, including the process for requesting disability accommodation or veterans' preference; and the application deadline.
<b>Supplemental Questions</b>	Questions included in the job posting that are used to gather more specific information from candidates regarding their minimum and desired qualifications that pertain specifically to the job opening. BHR may utilize autoscoreing to automatically evaluate applicants based on responses to supplemental questions.
<b>Recruitment Plan &amp; Timeline</b>	A recruitment strategy developed by recruiters with Hiring Managers. The plan includes pertinent information such as Position Information, Type of Recruitment, Application Format, SME or BHR Review, Outreach Options, Passive Recruitment Sources, Diversity Outreach, Timeline, and Contact Information for SMEs, Hiring Manager and Recruiter.
<b>Outreach</b>	An intentional effort to inform potential job applicants (including designated group members) of available positions within the City. Outreach may include posting on Job Boards, LinkedIn, Passive Candidate Outreach, etc.
<b>Focused Outreach</b>	Outreach designed to reach people who, because of discrimination based on race, ethnicity, gender, language, sexual orientation/expression, or disabilities, may not envision themselves as viable applicants for City employment, or who, because of historical conditions and/or cultural differences and/or differences in communication styles, may not know of opportunities and/or processes related to becoming a City employee.
<b>Open Recruitment</b>	An open recruitment is open to any applicant, either from outside of the organization or from within the organization

<b>Internal Recruitment</b>	An internal recruitment is open only to candidates from within the organization.
<b>Promotional Recruitment</b>	Promotional recruitments, conducted only by Police and Fire, are limited to City of Portland employees. Applications are accepted at intervals to meet needs for a specific position.
<b>Limited Term</b>	A limited term recruitment solicits candidates for a position that will be filled for a specific period of time. This type of recruitment is usually chosen when it is necessary to fill in for an employee on extended leave, to augment the workforce for a brief duration in anticipation of peak periods, or to perform work that will only be needed for a specific period of time.
<b>Limited Competitive</b>	An internal recruitment and selection process open to a limited pool of applicants who are uniquely qualified for the position. This process allows the recruitment to be started outside of NEOGOV if the target audience is comprised of 5 or fewer people.
<b>Eligible List</b>	A record of the names of those candidates who have successfully passed the recruitment and examination process. Eligible Lists are developed from recruitment processes (see the HR Administrative Rule on Recruitment 3.02) that are based on the assessment of specific knowledge, skills, abilities, licenses and other job-related qualifications for a position or a group of positions in the same specialty or classification. Names of candidates are placed on an Eligible List after successful participation in the process designed for a specific recruitment.
<b>Existing List</b>	A record of names of those candidates who have already successfully passed the recruitment and examination process for a previous recruitment for a represented classification. An Existing List can be used to make multiple hires until it expires or bureaus determine that the list has been exhausted.
<b>Resurrected List</b>	A resurrected list is requested when it is desirable to use an Eligible List generated from a previous recruitment for a non-represented classification.
<b>Comparable List</b>	A comparable list is requested when no active eligible list exists for the targeted

classification/position, but another eligible list exists where applicants tested for substantially similar skills. Also see Appendix J.