



COUNTY OF
LOS ANGELES

“It was truly an awesome experience to be a star for a few months and represent LA County.”

- Kim Williams, ISD Manager,
on being a Faces of LA County participant

WHO QUALIFIES?

Any willing current County employee in good standing can provide a testimonial.

Each department is responsible for selecting the specific employee(s) to represent the department via a testimonial.

HOW TO PARTICIPATE

Essentially, just sign a release form, respond to a questionnaire, and submit these materials to your departmental human resources office.

After the materials have been approved at the departmental and DHR levels, schedule a time for your photo, audio, or video shoot. All of these activities can take place on County time with prior supervisor approval.

More details are on the back of this page.

FACES OF LA COUNTY EMPLOYEE TESTIMONIALS

The Department of Human Resources (DHR) proudly launched the Employee Testimonials Program in 2015. An employee testimonial is a brief statement you make about your personal experience and perspective on working for the County. In most cases, the statement will be published in written form along with your photograph on the DHR website or in other recruitment, retention, promotional, and/or educational materials. These materials may include printed reports, flyers, posters, and similar documents. In some cases, an audio-only or video testimonial may also be recorded or filmed.

Research shows that potential job applicants are more attracted to an organization when employees' first-hand perspectives are shared via testimonials. They can help promote the County as being a great place to work, and highlight the diversity of the County family and the services our departments provide.

Los Angeles County
DEPARTMENT OF

Human Resources



FACES OF LA COUNTY EMPLOYEE TESTIMONIALS

Employee Participation Steps



- 1. Decide whether you want to participate.** Carefully review the information in this document and the example testimonials on the DHR website. Remember that your perspectives and photograph, audio, and/or video will be openly displayed on the Internet for an indefinite period of time. You may request to remove your testimonial at any time due to unforeseen circumstances. To do so, you must contact your departmental human resources office to request that DHR be notified.
- 2. Complete the Employee Information section of your *Employee Response Form*.** Be sure to indicate whether you want to be considered for a written testimonial with photograph, audio testimonial, and/or video testimonial.
- 3. Review and complete the Employee Release section of your *Employee Response Form*.** This release grants DHR permission to publish your written statements, photograph, audio, and/or video. It also specifies that you can withdraw your consent at any time and that you have obtained your supervisor's prior approval to participate during your regular work hours. Carefully review the release, sign it, and obtain your supervisor's signature.
- 4. Provide responses to the Questionnaire section of your *Employee Response Form*.** You do not need to respond to each question. Instead, respond only to the question(s) that spark your interest or which are meaningful to you. There is no specific guideline on the number of words required for each response. Provide enough information about *your story* to convey to potential applicants why they should work for the County. Lastly, be sure to use plain conversational language (e.g., simple words and straightforward phrases).

Note: All questionnaire responses will be reviewed at the departmental and DHR levels for content (e.g., specific work experiences discussed). Submissions being considered for written testimonials will also be evaluated for tone (e.g., positive and professional) and form (e.g., grammar and spelling).
- 5. Submit your completed *Employee Response Form* to your departmental human resources office.** Follow any specific guidelines the office provided about when and how to submit your materials. Your departmental human resources office may follow-up with you to make minor revisions to your testimonial before it is submitted to DHR. DHR may also contact you to obtain more information about your testimonial. A review process will occur at the departmental and DHR levels, and DHR will select finalists from the pool of submissions.
- 6. Prepare for your 30-minute photography or 60-minute audio/video shoot.** If DHR approves your testimonial, we will contact you to schedule your photography, audio, or video shoot during your regular work hours. You will be provided with more details about the shoot at that time, but you should plan to wear your regular work attire.
- 7. Confirm your final testimonial.** You will have the opportunity to review your testimonial before it is posted on the DHR website; however, this courtesy review may not be offered for instances of its use in other materials.

We look forward to working with you, and thank you for being an LA County recruitment ambassador!