Requesting a campaign

A campaign is a mechanism for gathering applicants into your talent pool without needing them to apply for a specific job. The process of applying to a campaign is as simple as applying for a standard job, except that the candidates will be given a direct link to apply.

Campaigns are best suited for jobs that do not fit the typical recruitment process – ex. Wage positions, interns, etc.

To request a campaign, fill in the request form and select the topic *Campaign*. Fill in all the form fields and submit.

Information needed for campaign:

Agency-parent
Agency
Working Title (Wage employment/ non-competitive, Interns)
Work Type (ex. Wage, unpaid intern, temporary)
Posting Locality
Recruiter

Once submitted and processed, you will receive a completion email from the RMS team with the link to the campaign posting. This link can be sent directly to applicants. A job/campaign number will also be provided so recruiters on the campaign team can view and update as needed.

Note: All campaigns will be hidden on the COV jobs site. Only candidates who use the direct link will have access and the ability to apply. The campaign cannot be searched for by name or number.
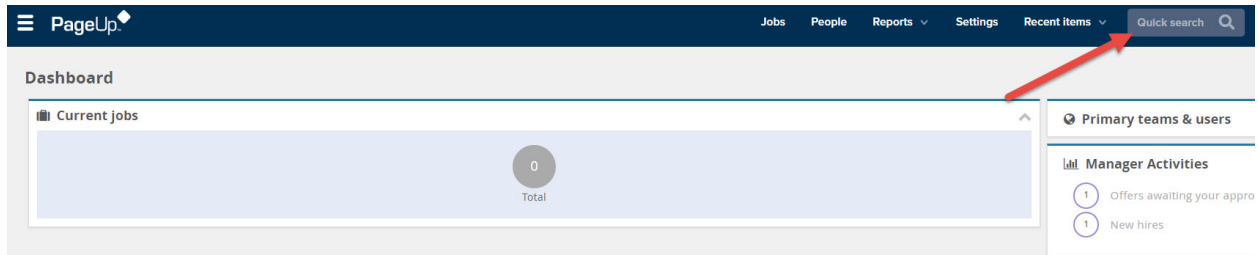
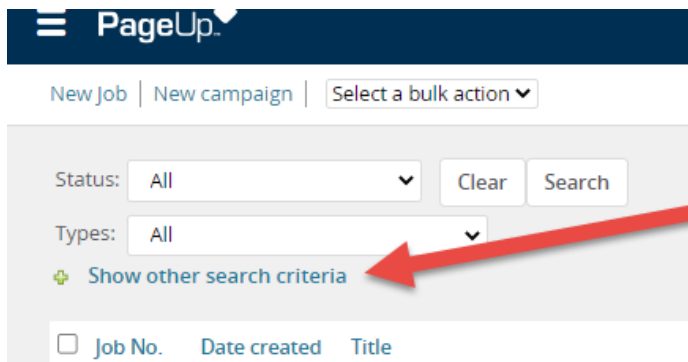In RMS, you can search for your team campaign(s) multiple ways:

1. Enter requisition number in *Quick search*

2. Go to *Manage jobs*
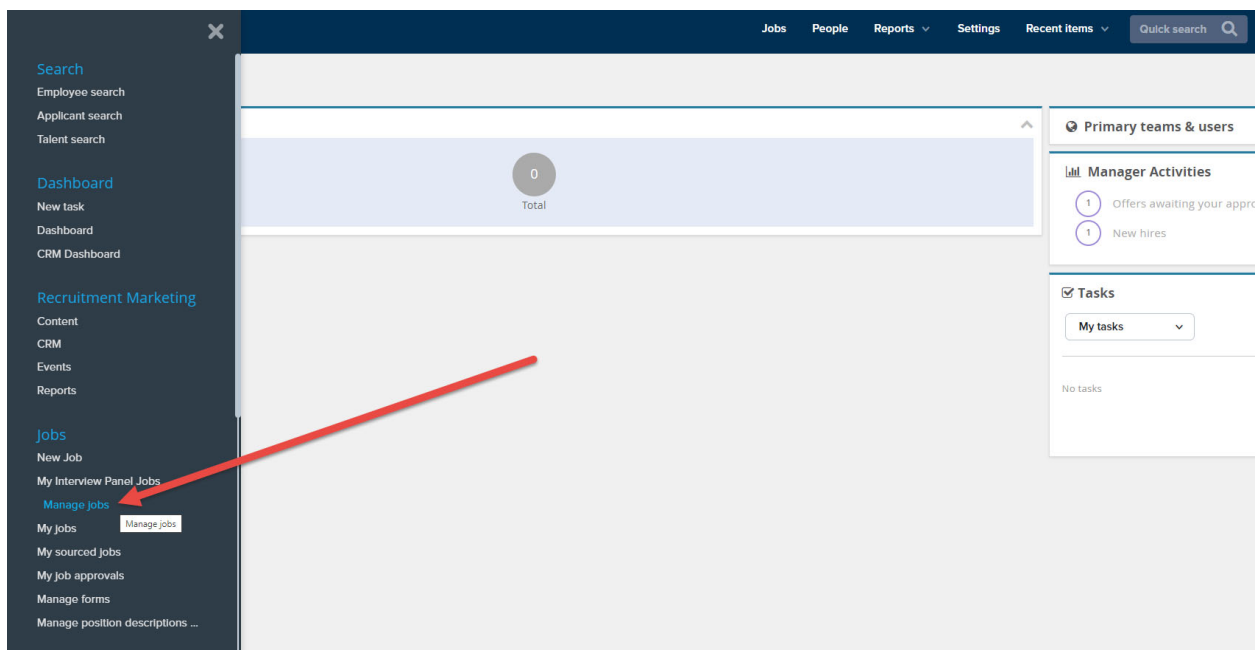
→ Expand *Show other search criteria*

➔ Enter requisition number

To find the link to the campaign, go to the sourcing tab as shown:

Go to sourcing tab on campaign to find the link to the campaign application.