

Tips for Finding Job Applicants

## Write a clear description of your business

* **Always be recruiting**
  + **Competitor staff** - who could you recruit?
  + **Eligibility list** is an inventory of qualified people who have applied before and may be qualified to fill future similar vacancies. An **eligibility list** can be either: prequalified applicants who have been tested and interviewed; or, resumes of applicants.
  + **Exit interview** to find out what you, as an employer, do better for the next employee. Why did they leave? What would have encouraged them to stay?
  + **Culture** is defined by who you hire, fire, and reward. Make sure yours is compelling. Wages, opportunity for growth/advancement, safe work environments, access to child/elder care, healthcare, tuition reimbursement, flexible schedules, remote work, paid time off and more are all reasons for staying, moving on or not re-entering the workforce. Create a culture employees want to join.

## Write a clear job description

* + Contact the following to get free help analyzing and writing a job description:

[www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx](http://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx)

* + Job Description Writer Tool:

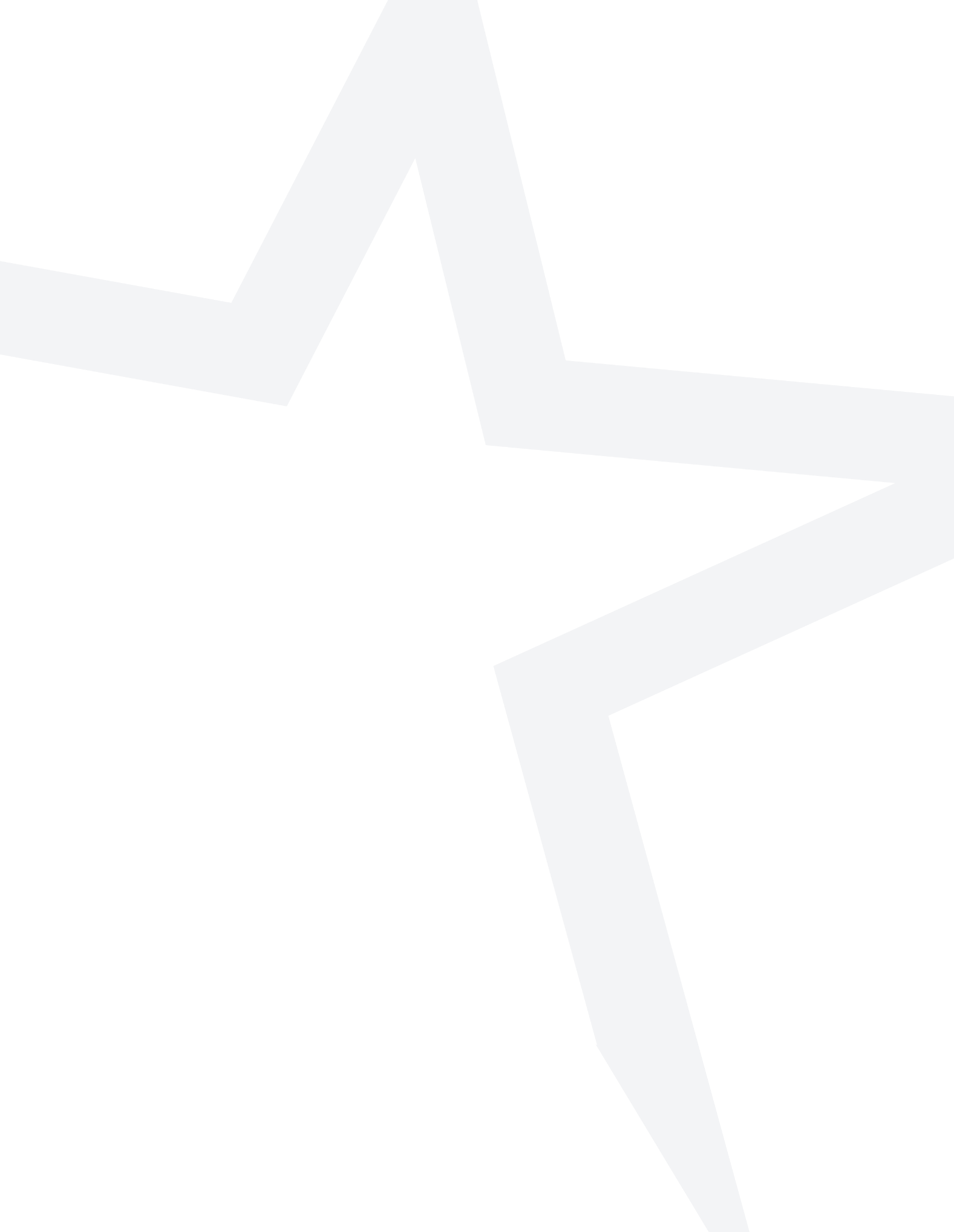
[www.careeronestop.org/BusinessCenter/Toolkit/GettingStarted.aspx?newsearch=true](http://www.careeronestop.org/BusinessCenter/Toolkit/GettingStarted.aspx?newsearch=true)

* + Overview of position.
  + Duties and responsibilities.
  + Clear description of ideal candidate.
  + Qualifications and certification:
    - Minimum vs preferred
    - Can new hires get a certification on the job?
  + Work environment requirements e.g. “must be able to lift 30 lbs.” are a great way to avoid illegal questions about age, ability, and health status.

## Targeted recruiting

* + Internal website.
  + Company social media platforms.
  + Ask good employees to invite friends to apply.
  + Ask your clients how they are getting employees.
  + Ask new employees how they found out about the position.
  + Professional organizations.
  + Look at competitor listings to ensure you are in line and look for inspiration on how to do better.
  + Look at 2nd Chance opportunity programs working with workers with prison records, older and disabled populations, apprenticeship programs and other ignored/under-utilized populations.

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## Posted recruiting

* + Newspaper
  + City / Region boards e.g. “Boisejobs.com” “Betterpocatellojobs.com”
  + See job board services and prices table below. Don’t be afraid to use multiple platforms.

A close-up of a list of posts

Description automatically generated

Costs are subject to change; above prices are as of June 2021.

## College / University Job Boards

* + ISU employer hiring link is: <https://isu.joinhandshake.com/login>
  + Boise State: <https://www.boisestate.edu/career/handshake-students-alumni/>
  + CWI: <https://cwi.edu/current-students/online-career-resource>
  + College of Idaho: <https://alumni.collegeofidaho.edu/page/jobs-2021>
  + LCSC: <https://www.lcsc.edu/student-employment/employer-resources>
  + CSI: <https://careers.csi.edu/careerCenter/posting-a-job.asp>

## Department of Labor

* + Post jobs and view resumes for free. <https://idahoworks.gov/ada/r>

## Old-Fashioned Signage

* + Post a tidy, classy notice in your window or at point of sale. Remember, you are advertising yourself as much as looking for help!

## Temp Agency

* **Head Hunter**
  + These are industry-specific and are starting to branch out of white-collar jobs.

**Employees are no longer a replaceable commodity but a valuable resource.**

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