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
  - Job Description Writer Tool:
  - 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.
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.

<table>
<thead>
<tr>
<th>Job Board</th>
<th>Cost</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monster</td>
<td>$279/mo</td>
<td>1 active job posting, access limited to 50 resumes/mo</td>
</tr>
<tr>
<td>Indeed</td>
<td>$0*</td>
<td>Free to post but posts can be quickly lost unless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sponsored which is essentially a PPC system</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>Variable</td>
<td>PPC system where you set the budget on what you are</td>
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<tr>
<td></td>
<td></td>
<td>willing to pay per click</td>
</tr>
<tr>
<td>Zip Recruiter</td>
<td>$249/mo</td>
<td>30 day free trial</td>
</tr>
<tr>
<td>Facebook Jobs</td>
<td>Free*</td>
<td>Jobs only stay up for 30 days, business can choose to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>boost for more reach</td>
</tr>
<tr>
<td>CareerBuilder</td>
<td>$219/mo</td>
<td></td>
</tr>
<tr>
<td>BoiseidahoJobs.com</td>
<td>$149/45 day posting</td>
<td>Powered by Workin.com</td>
</tr>
<tr>
<td>BetterPocatellojobs.com</td>
<td>$49/45 day posting</td>
<td>Powered by Workin.com</td>
</tr>
<tr>
<td>BetterTwinsjobs.com</td>
<td>$25/45 day posting</td>
<td>Powered by Workin.com</td>
</tr>
<tr>
<td>BetterIdahoJobs.com</td>
<td>$199/45 day posting</td>
<td>Powered by Workin.com</td>
</tr>
</tbody>
</table>

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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