

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:
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.

- **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.

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

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.