

## Recruitment Resources/Recommendations

### Cast a Wide Net

#### FREE RECRUITMENT RESOURCES

- x [Handshake](#) – Used by many campuses.
- x Campus Resources – Alumni Association, Student Associations, Campus Departments Partner with Career Services
- x Local Organizations – Reach out to local colleges' career service offices or other local community groups who offer job postings. (Veterans Associations, Professional Organizations, etc...)
- x [Free Posting Websites](#)
- x Job Fair – Either host onsite, or join a local job fair through the [NYS Career Center](#) local colleges, county, etc..
- x State/Local Workforce Agencies – Local listings are available through the [America Job Center Finder](#). Make sure to notify them that they should provide priority referrals for veterans.

#### NOT FREE

- x [AARP](#) – Hire retired subject matter experts who may be looking for part-time work.
- x Diverse Recruitment Resources Reach out to campus Diversity Office National of Working at the RF

[Flexible](#) work scheduling – When available, incorporate the language into the job posting. Be creative with use availability.

- x Make a Connection – Make it easy to apply, be responsive, thank them for their time, and maintain contact with prior applicants for future jobs.

### Network

- x Reach out to prior applicants, those in professional networks of the search committee, grow network at conferences for future recruitment.
- x Social Media – Actively recruit employees in your area by searching key words and actively reaching out on LinkedIn
- x Recapture Strategies – Reach out to former employees to see if they are looking for a position or know of someone looking for a position.
- x Sign On Bonuses – For hard to fill positions. Only Administrative funds may be used and payment must be in line with the [Salary Rules for Bonus Payments Procedure](#)
- x Employee ambassadors encourage employees to promote the RF as a great place to work

### Internal Review

- x Streamline Application Process – Remove redundant steps.
- x Adjust job requirements/Considered training – Review requirements prior to posting (substitute experience for education requirements. Are there duties that can be trained if the employee have the right skill set.
- x Combine Roles – Look at existing population and FTEs to combine part-time work to full time work when supplemental work is available.

- x Compensation Review – Stay competitive as possible for positions (Make sure to review existing positions as well.)
- x Review Sourcing Data – Find out which resources are giving you the most applicants for positions to spend funds wisely. Applicant tracking systems generally have this information or enrolling with [Job Element](#) service (for a fee) providing metrics for job postings to determine applicant sources (Higher Ed Jobs, Indeed, and ZipRecruiter have gotten good hits)
- x Interviewing – Ask behavior-based interview questions, train search committees to place value on core skills/knowledge and understand technical skills (generally) can be trained. Provide them to BizLibrary for additional interview training.