

JOB RECRUITMENT

A Planning Guide for Employers



Decide on your recruitment goal

Know the positions you are looking to hire and the skills necessary to support these roles. In the event that an individual does not have these skills understand what resources/programs are out there to support the onboarding of these candidates.



Pick your team

Choose team members who will best represent your company during this event and support in sharing the stories you want told for the audience at hand. Plan your backup team as necessary. Tell your companies story and the culture that drives it.



Prepare your questions

You will have limited time with each job seeker, so prepare your questions in advance. Remember this is a chance for you to interview your candidate and make offers to interview on-site to those that stand out. Do **NOT** refer them to apply to your online website. This will lose valuable momentum with a candidate.



During the job fair

- Speak to as many job seekers as possible to increase your chances of finding qualified candidates.
- Keep interview within specific timeframes. Long queues will turn candidates off.
- Write down notes during interviews. It is difficult to remember candidates after job fairs unless you take notes as you talk to them.
- Gather candidates' resumes and contact details.
- Let candidates know of next steps. Inform candidates when to expect hearing back from you and tell candidates who are not a good match at the moment, that you will contact them when there's a suitable open position.
- Answer candidates' questions. Job seekers want to know about your company as much as you want to know about them. So make sure you provide them with interesting information.
- Stay for the entirety of the event. Leaving early does not leave a strong impression for those who may be attending at a later time.



After the job fair

- Contact candidates to coordinate next steps including: completing an application form, completing a screening call to discuss position's details, skills assignment, and/or on-site interviews.
- Measure results including: how many candidates did you source during the event, how many were qualified, how many were interviewed, how many were hired, and what was the overall time-to-hire.