



Best Practices for Recruitment

Develop a job description for the position

(Tells potential employees the exact requirements of the position)

Brand your recruitment strategy

(everyone knows the "swish" mark)

Post In-house for promotions or transfers

Send a global email informing staff of the opening and ask them to share with family and friends

Post on website with a link to "Employee Testimonies."

Involve employees in the hiring process

Develop relations with high schools guidance counselors, college/university career centers and alumni offices

Delaware JobLink (Free service to all)

Web sites such as Careerbuilders.com, Monster.com, Yahoo.com, etc.
Job Boards *(jobseekers posting their resumes)*

Web Hosting

Host an Invitation Only Open House

(provide lunch or dinner and the opportunity to network with targeted talent)

Word of Mouth

Magazine ads geared and placed to specific degree or skill-set

Classified ads in newspapers *(local, weekly, national, international)*

Radio Ads *(sponsor the weather, news)*

TV ads or sponsorship

Billboards *(restricted)*

Career Fairs

Sponsorships

Professional Associations (invest in associations to network)

Hire a **professional recruiter** or headhunter

Recruitment Incentive

Develop internship programs

Blogging

(on your website or a particular topic blog site such as engineering)

Be Known as a Great Employer: Don't be a great employer, but let people know that you are a great employer. Take a look at your employee practices for retention, motivation, accountability, reward, recognition, flexibility in work-life balance, promotion, and involvement. These are your key areas for becoming an employer of choice. You want your employees bragging that your organization is a great place to work. People will believe the employees before they believe the corporate literature. *(Source: About.com Human Resources)*

Delaware Workforce Connection

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