

Version Date (mm/dd/yyyy): _____

Job Title:

Role Summary:

This is a brief paragraph of no more than five sentences. This is not a dissertation. The summary includes reporting structure, the job title and a high-level description of the job. **Sample:** Reporting to the [title of direct manager](#), the [job title](#) is responsible for [<insert purpose of the job in one sentence>](#).

Essential Duties

Tips: Always start with an action verb. Be specific yet pithy. Avoid sentences. No more than 3-7 essential duties.

Samples: Receive and inventory all incoming supplies. Answer phones and handles high call volumes professionally. Assist guides with trip planning. Helps. Provides. Delivers. Addresses. Reconciles.

Requirements

Tips: Present the knowledge, skills, abilities, education and certification that is required. If it is not required, then put it in the Preferences section.

Samples: High School education. Associate degree. Minimum of two years retail experience. Active driver's license and auto insurance.

Preferences

Tips: What knowledge, skills, abilities would be nice to have in addition to your requirements?

Samples: Previous experience working in a restaurant. Prior experience working with adults with disabilities. Ability to drive a motorboat. Master's degree.

Job Development Worksheet



Other necessary information:

<p>Salary How much am I willing to pay?</p>	<p>Hiring bonus? \$ _____</p> <p>Hourly salary range? \$ _____</p> <p>Salary range if exempt? \$ _____</p> <p>Commission: _____</p> <p>No salary? Must be an Internship \$ _____</p>
<p>Hours/Schedule Is this M-F? What are the typical hours? Is overtime/pay an option? Are there certain days/months that are required?</p>	<p>Typical Schedule is: _____</p> <p>Hours per week: _____</p> <p>Required workdays: _____</p>
<p>Length of Employment Is there a specific date range you are recruiting? A required start or stop date?</p>	<p><input type="checkbox"/> Start between these dates (m/d): _____ to _____</p> <p><input type="checkbox"/> End as late as _____</p>
<p>Career Track Is this a long job interview? Do I want to offer them a job? to return next year?</p>	<p>If successful, opportunity extended to:</p> <p><input type="checkbox"/> Convert to full/part worker</p> <p><input type="checkbox"/> Return next season offer @ an additional ¢ _____ or \$ _____ per hour</p>

Job Development Worksheet



<p>Advertising/Promotion Who/where will I post my job?</p>	<p>___ Help Wanted signage</p> <p>___ Prior intern/hire outreach</p> <p>___ Employee Referral/bonus \$ _____ to be paid _____</p> <p>___ U of MN via GoldPASS/Handshake</p> <p>___ MinnesotaWorks.net</p> <p>___ CoolWorks.net</p> <p>___ Indeed.com</p> <p>___ Other: _____</p> <p>___ Other: _____</p>
<p>Benefits What tangible/intangible benefits do I offer? Of these, which are unique?</p>	<p>___ Healthcare</p> <p>___ Dental</p> <p>___ Paid Time Off</p> <p>___ Sick Days</p> <p>___ Vacation Days</p> <p>___ Employee Discount</p> <p>___ Family Discount</p> <p>___ Letter of Recommendation at completion</p> <p>___ Career coaching</p> <p>___ Free equipment rental (as available)</p> <p>___ Other: _____</p> <p>___ Other: _____</p> <p>___ Other: _____</p> <p>___ Other: _____</p>


9 Recruiting Pipelines



1. Find entry and mid-level college candidates via [GoldPASS powered by Handshake](#).
2. Leverage [Career Force Minnesota's](#) job boards and fairs.
3. Partner with your local Chamber of Commerce and/or city.
4. Participate in the [Minnesota Chamber's annual spring fair](#).
5. Find a 'freelancer' for HR, finance and/or creative work via [Upwork.com](#) or [Guru.com](#).
6. Use a staffing agency—[here's a list of sixteen](#) to get started.
7. Leverage [LinkedIn Jobs](#), [Facebook Jobs](#) and other social media outlets.
8. Network, network, network.
9. Offer referral bonus to current employees.
10. Mentor an intern....forward.

Recruiting through alternative talent pipelines

Developed for the SBA Ignite 2.0 educational series
May 5, 2021



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Specializations
Talent Development Instructional Design Change/Project Management Hospital Facilitator Career Coach Performance Management Strategic Planning
Industries
Healthcare Retail Manufacturing Higher Education Community/Associations

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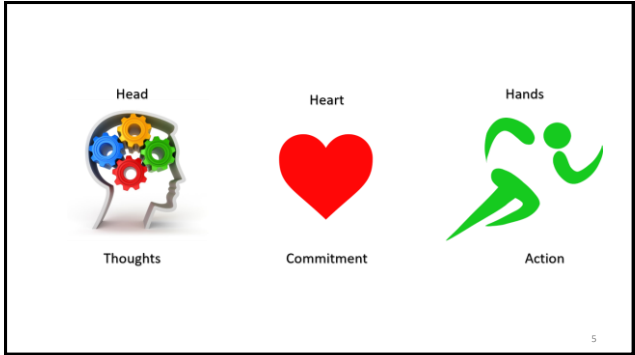


Our agenda

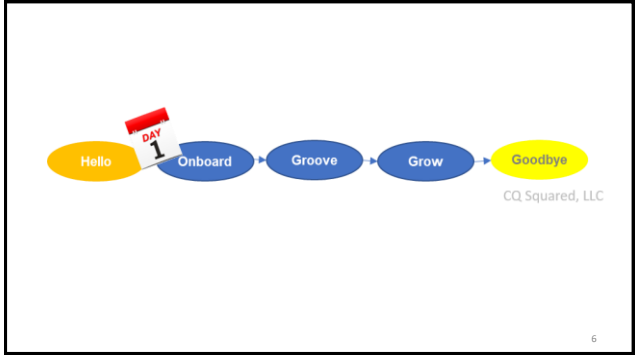
- The employee experience
- 5-steps of recruiting
- Recruiting channel best practices
- Contract and onboarding for success
- Next steps

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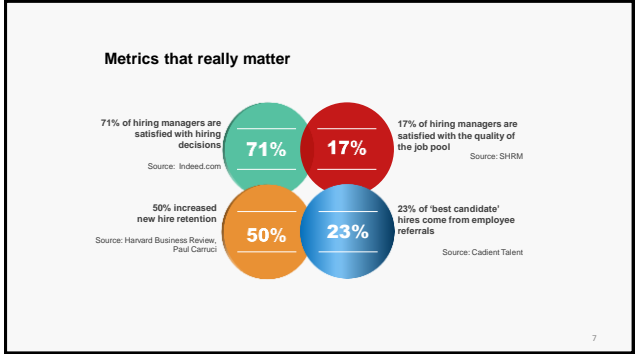
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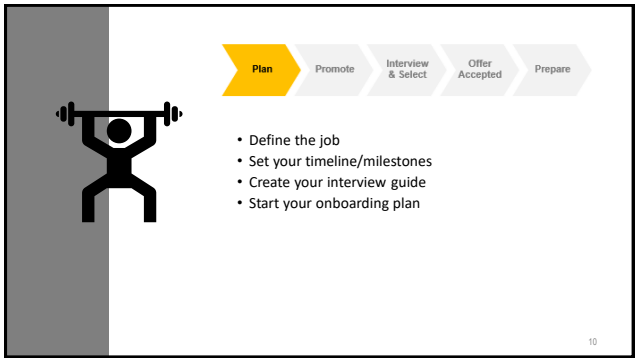
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Metric	Formula
Quick Quit Rate	N or % of employees who exited w/ 1 st 90 day for FT; 1 st 10 days for seasonal/PT
Return Rate	N or % of seasonal employees who return one or more times within two years
Time to Productivity	# of days to full/quality productivity compared to peers, e.g., 12 days for cashier, 45 days for project manager
Position Fill Rate	# of days to complete recruiting process, e.g., gap between the day job is posted and an offer is accepted

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Job Development Worksheet

Inclusive of salary, advertising, competencies

- Job title
- Role Summary
- Essential Duties
- Requirements
- Preferences
- Salary
- Hours/Schedule
- Length of Employment
- Career Track
- Advertising/Promotion
- Benefits

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Recruiting Pipelines

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Top 16 Recruiting Agencies

Celarity	CorTalent
ESP	Konik PrimeStaff
Laboratory Staffing, Inc.	Landmark Personnel Inc.
MDS Staffing	Neuro Personnel Services, Inc.
Peak Staffing, Inc.	Salo
Talenio	Team Personnel
The Vision Companies	Valley Staffing, Inc.
Verisique Consulting & Search	Verum Staffing

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INTERVIEW GUIDE

- Interview Preparation
- Position Knowledge
- Conducting the Interview
- Legally defensible behaviors
- Tips for taking notes
- Sample behavioral interview questions
- Worksheet for developing questions
- The Actual Guide and Assessment

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Onboarding Checklist

Day 1

- 1. Welcome to the team and introduce yourself.
- 2. Review the company's mission, vision, and values.
- 3. Meet with your manager and team members.
- 4. Review your job description and responsibilities.
- 5. Complete any necessary paperwork or training.

Day 2

- 1. Review the company's policies and procedures.
- 2. Meet with your manager and team members.
- 3. Review your job description and responsibilities.
- 4. Complete any necessary paperwork or training.

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Quote 1: The assumption that we can bombard people with everything they need to know in 90 days not continually reinforce - those things - is a mistake. *Barry Wilkin, VP of Research, Zoho*

Quote 2: I see onboarding as an interview turned on its head. It's the time where <you> get to brag and show case why new employees made a good decision. *Paul Nason, 10 First Days*

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