

Employer Recruitment Event Protocol

1. Employer Contacts BST member To Schedule Recruitment Event
2. BST member should determine if Employer is a Registered Employer in JobGateway® (***BST member should provide any necessary assistance with registration***)
3. BST must inform Employer that they must post jobs in JobGateway® (***BST member should provide any necessary assistance – there also is an employer Palm Card on www.pacareerlinkchesco.org***)

Room Reservations for in-person recruitment events:

- a. BST member should submit a completed Room Reservation Request form to the Site Administrator that includes:
 - Both primary and secondary dates in the event the rooms are already booked.
 - job order #'s for which the employer will be recruiting
- b. The Administrator will then return the form to the BST Member indicating approval/non-approval. If approved the form will include the specific room that has been reserved.
 - The Administrator will then add the room reservation request to the Room Calendar.
 - **If time permits**, The Administrator will also create a Constant Contact e-blast for the event and include on the monthly calendar.
4. The BST member and/or Title I Program Manager will draft a flyer. The flyer will be reviewed and finalized by the Administrator. The flyer should be completed using the provided template and include job order #'s. Once approved, the Administrator will return for copying/duplication. Please note that we only use 'color' flyers.
5. Once approved, the BST member should add the recruitment event to the JobGateway® Calendar via the Events Management tool.
6. The BST member who scheduled the event must make themselves available during the specific event to see that the employer is accommodated **and to ensure customer flow is managed**.
7. The BST member should also make sure that the job candidates apply in Job Gateway **prior to meeting with the Employer**. Candidates cannot meet with employers until this step is completed.
8. If needed, the BST member must assist customers get registered in CWDS and apply for the jobs advertised.
9. After the recruitment the BST members should follow-up with the employer to determine if anyone was hired from the recruitment event. **Any hires need to be entered in the CWDS system.**