

### 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 PA CareerLink® (***BST member should provide any necessary assistance with registration***)
3. BST must inform Employer that they must post jobs in PA CareerLink® (***BST member should provide any necessary assistance – e.g. by providing the handout titled Employer Registration & Job Posting Directions***)

#### *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 PA CareerLink® (CWDS) 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 PA CareerLink® **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 PA CareerLink® 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.