

Recruiting Resources and Tips

Indoor Job Fairs

Be sure to have plenty of pens, sign in sheets, business cards, Candidate Information Sheets, and Purple Bucks handy. A purple table cloth is perfect for attracting attention and covering boxes under the table.

Outdoor Job Fairs

Be sure to have clipboards to help hold application papers on windy days.

Chamber Events

Improvise with a chalkboard, yard card, or even a lite bright sign.

Outdoor Sporting Events

Coordinating shirts for volunteers is a great way to show team spirit.

Develop Referral Networks (Go out looking daily)

Key referral centers: These organizations and communities serve and/or meet a high volume of prospective job seekers on an ongoing basis. These are high-value relationships to be developed and maintained on a consistent basis for a long-term return.

Examples: State Workforce Centers, Military Bases, Schools (Trade Schools, Truck Driving Schools, Community Colleges, Junior Colleges, Universities, Department of Human Services, Community Service Centers, Outplacement Service Centers, Religious – Faith Based Groups, Economic Development Council, Chamber of Commerce, Skilled Trade Associations.

General referral centers: These people work for relevant businesses that meet potential recruits every day. For the best results, provide them with flyers, tear-off pads, and now hiring cards for display in their place of business to pique the interest of their customers/visitors and help their staff make the referrals. The Frequency of contact will vary depending upon their volume of traffic.

Examples: Product Supply Companies for Plumbing, HVAC, Electrical, Paint, Lumber, Safety Equipment, Work Boots, Tool Rental, Equipment Rental, Pawn Shops, Smoke Shops, Sporting Goods Stores, Job-site Food Vendors, Payday Advance / Check Cashing Centers, Hair Salons, Barber Shops, Convenience Stores, Construction Trailers, Apartment and RV Complex Property Management Offices, Armed Forces Recruiters, Customers, Prospects, and Inactive Clients.

Passive referral centers: These are locations where we are permitted to post information about our opportunities on advertisement boards, but there is no personal relationship.

Examples: Laundromats, Grocery Stores, Truck Stops/Rest Stops, Gyms, Bowling Alleys, Jobsite Portable Toilets, Train Station, Bus Stops, Oil & Lube Shops, Tire Shops, Convenience Stores, Fast Food Restaurants.

Tips: Thank your referral network with hand-written notes letting them know you are successfully placing the people they are sending your way. Be sure to offer Purple Bucks to working associates and Employees of Client Companies.

Fundraising Events

Encourage both employees, families, and friends to volunteer to participate in events. Publicize your activities by sharing your events on the Elwood Staffing Regional Facebook pages.

Who To Contact For Help

If you have questions about any of these resources, send an email to jobpost@elwoodstaffing.com.