

RECRUITING IDEAS FOR EMPLOYERS

START HERE

Post your job(s) online at MinnesotaWorks.net and Northforce.org, as well as your own website.

Review current postings for similar jobs and consider ways to make yours stand out. Include in your job posting characteristics that set you apart from other employers.

Remove any unnecessary qualifications and requirements from job postings. Remove the driver's license requirement if the job doesn't require driving.

Include typical work hours and wage/benefit information on job postings.

Communicate often with candidates during the recruiting and hiring process. Let them know when the position has been filled.

Offer paper and/or mobile-friendly applications to attract candidates without access to a computer.

Focus time and attention on retention of existing employees.

Review the **Diversity & Inclusion Employer Action Guide** for recruiting and retaining a diverse workforce.

