

## Recruitment & Hiring Has Changed!

### Agenda Topics:

1. Brief **discussion of the changes** that are driving workforce development – to set context for this session.
2. Review **how and why the job search process is changing**.
  - **Recruitment methods**: faster; global; creation of in-house applicant data bases
  - **Keyword searches** and impact on resume content and format; “summary of skills” replacing the “career objective”
  - Electronic **job application** processes: more common; for all levels and types of jobs; more than work history; and collection of data processing information – i.e., how much time it takes the applicant
  - **Resume submission** methods and the three types of resumes that every job seeker should have: it not just paper anymore
  - **Internet security and safety** tips for job seekers
  - Pre-employment **screening**: credit checks; drug screens; voice mail; FaceBook, MySpace and other “google” searches; education and reference verifications, and more
  - Pre-employment **testing** -- Three out of five employers conduct tests: the new honesty and integrity testing; personality;

*“These are especially difficult times for workers and business customers. Staff need fresh ideas and new techniques to assist both customer groups. This workshop delivers the goods. Melanie is more than an expert trainer. She brings us experience, insight and no-nonsense advice. Staff walk away energized and ready to incorporate practical ideas into their work. This workshop is a must for everyone working in the Career Centers...”*

*Stephen Duval  
Division Director  
Maine Dept. of Labor*

- significant increase in math testing and other skills screening; job-specific scenarios, and more
- **Interview** content and methods: structured; interview protocols; scenario-based questions; computerized interviews; telephone interviews; multiple interviews; team interviews
3. Suggest steps job seekers can take to **increase the odds for success**.
  4. Plan for an **audit** of your job search advice and services **to revise** based on new, current practices.
    - Assessment processes and tools
    - Job search advice
    - Resource room
    - Workshops
    - On-line skill “brush-up” sites
    - On-line sample test sites – for practice
    - Intensive services
    - Business and employer services
  5. **Define new and expanded services** to respond to the changes.
    - Collecting data on local hiring processes
    - Authentically replicating hiring processes
    - Entry protocols and first services – everyone must become computer literate!
    - Assessment and verification of skills pre-job referral
    - Resource Room
    - Workshops