



**PROCEDURE TRANSMITTAL**

<b>SUBJECT:</b>	<b>Specialized Recruitments and Job Fair Process</b>	<b>Procedural/Guidance No.:</b>
<b>APPLIES TO:</b>	<b>All Career Center Staff</b>	<b>Effective Date:</b> <b>April 1st, 2018</b>
		<b>Revised Date:</b>
		<b>Expiration Date:</b> <b>Indefinite</b>
<b>REFERENCE:</b>		

**A. PURPOSE**

The purpose of this policy is to provide guidelines and processes with regard to process flows for each Career centers in Local Workforce Development Area (LWDA) 23 when conducting specialized job recruitments and/or job fairs.

**POLICY**

**PROCESS FLOW FOR SPECIALIZED RECRUITMENT**

**A. Outreach to businesses in Miami-Dade and Monroe Counties:**

1. Career Center Staff must strategically identify current and new Employers that are seeking a talent pipeline, by targeting, but not limited to the Miami-Dade County One Community One goal seven targeted industries (Aviation, Banking, Finance, Creative Design, Hospitality, Tourism and life Sciences). The pursuing new businesses will ensure mass penetration in the marketplace.
2. Decide on the marketing approach. Career Center Staff must contact prospective Employers by mailing letters, sending e-mails and/or following up with phone calls.
3. Career Center Staff must hold a recruiting planning meeting with the recruiter, the HR leader or the hiring manager. The meeting will help assess and determine the needs of the Employer. Information to be obtained is the Qualification of a worker, Specific hiring requirements, Information about the job and Applicant referral instructions, number of openings for each position and the salary. Career Center Staff should inquire if the Employer will be hiring on-site and if the job requires a background check and/or drug test.

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4. Center Staff will enter a job order(s) in the Employ Florida (EF). Each position will have a job order and state the number of openings a single job order will have, state the Qualifications of a worker, Specific hiring requirements, Information about the job and Applicant referral instructions.
5. The Career Center Staff will give priority of service to Veterans and find job seekers from the hard to serve population (WIOA, TANF, RESEA, SNAP and Homeless Population).
6. The Career Center Staff will identify job seekers who have the required skill sets and use the following tools:
  - EF Job Search Tool which provides quick access to all enrolled and registered job seekers in Region 23. The Career Center Staff will query the EF Job Search Tool by the following: Work Experience category, Occupation category, Center, EF Status (Active/Not Active), sub groups, Veterans, UC Claimants, WOTC, TANF, SNAP and WIOA.
  - The Career Center Staff will conduct a search in EF (the job seeker must have an 80% skills match). Career Center Staff must ensure the job seeker has complete registration. A complete registration is the General Information, Background, Resume and the Common Intake (the common intake takes the Job Seeker from Registration to Participation).
  - Wagner-Peyser Services **must be provided prior to the job seeker attending the Specialized Recruitment.** (A referral cannot be the first service recorded in the Job Seeker Activity History)

**NOTE: Only qualified job seekers should be referred job openings they are qualified. Do not refer all job seekers to all the listed opening in the specialized recruitment and/or job fair.**

- When all job seeker(s) have been identified and referred to the job order(s), the Career Center Staff will retrieve the information and directly contact the employer with a list of all job seekers who meet the skill level requirements for the open and available position(s) – detailing job seekers who are enrolled in WIOA and eligible for incentive programs, job seekers who are veterans, job seekers who qualify Work Opportunity Tax Credits (WOTC).
- The Career Center Staff will schedule all referred job seekers in time slots.
- The tools used to select job seekers who have the required skill sets are, but not limited to:
  - **Employ Miami Dade**
  - The Job Search Tool

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- Soft Exit Tool
- Incomplete Registration Tool
- **Additional Tools:**
  - The Soft Exit Tool integrates information from the Incomplete Registration Tool and is inclusive of job seeker(s) who have received staff assisted services in EF.
  - The Incomplete Registration Tool integrates information from EF of job seeker(s) who may have partially registered and participation has not been initiated. This provides for a new group of job ready of job seekers seeking employment.

**B. Day of the Recruitment:**

1. Once the Job Seeker arrives they will sign the Specialized Recruitment Log.
2. Job Seeker registrations should be via the kiosk and include the creation of an electronic case file. The Job Seeker must complete the general orientation and Initial Assessment Application. If the Job Seeker has already registered at the kiosk they will have to sign in and select the Specialized Recruitment Button.
3. All walk-in job seeker(s) must register via the kiosk and then complete a full registration in EF.

**C. Follow-up**

1. Career Center Staff will meet with the employer to learn who has been hired, matching the previous prepared list of referred job seekers with the scheduled hire report. Upon identifying job seekers who are hired, the Career Center Staff will inform the employer about which job seeker(s) are eligible for incentives (PWE, OJT, and WOTC etc.)
2. If the employer is not interested in either PWE, OJT the Recruitment Employment Verification form is prepared for universal DJPs and signed once the job seekers have start employment. If the hired job seekers are WIOA participants, an individual employment is signed for each new hire.
3. New Hire employment information can also be retrieved by using the Balanced Scorecard Outcome (Obtained and Direct) Details Report. Job Seeker information will be printed from the report, a documented employer collateral form signed by the interviewer and the center manager will be completed for entry of the placement.
4. The Work Number will also be used to verify employment of the job seeker and to enter the job placement.
5. If the employer is interested in PWE and/or OJT the due diligence is collected and services are provided to the job seeker. A contract is and agreement is developed and signed

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by the job seeker, authorized employer representative, Career Center Staff and the Center Manager.

## I. PROCESS FLOW FOR A JOB FAIR

- A. A scheduled job fair is inclusive of more than one employer who has more than one open and available position and is seeking to immediately shore-up the company's staffing pattern.
1. Career Center Staff must hold a recruiting planning meeting with the each Employer prior to the job fair. The meeting will help assess and determine the needs of each Employer. Information to be obtained is the Qualification of a worker, Specific hiring requirements, Information about the job and Applicant referral instructions, number of openings for each position and the salary. Career Center Staff should inquire if the Employers will be hiring on-site and if the job requires a background check and/or drug test.
  2. Center Staff will enter a job order(s) in the Employ Florida (EF) for each Employer. Every position will have a job order and state the number of openings a single job order will have, state the Qualifications of a worker, Specific hiring requirements, Information about the job and Applicant referral instructions.
  3. The Career Center Staff will give priority of service to Veterans and find job seekers from the hard to serve population (WIOA, TANF, RESEA, SNAP and Homeless Population).
  4. The Career Center Staff will identify job seekers who have the required skill sets and use the following tools:
    - EF Job Search Tool which provides quick access to all enrolled and registered job seekers in Region 23. The Career Center Staff will query the EF Job Search Tool by the following: Work Experience category, Occupation category, Center, EF Status (Active/Not Active), sub groups, Veterans, UC Claimants, WOTC, TANF, SNAP and WIOA.
    - The Career Center Staff will conduct a search in EF (the job seeker must have an 80% skills match). Career Center Staff must ensure the job seeker has complete registration. A complete registration is the General Information, Background, Resume and the Common Intake (the common intake takes the Job Seeker from Registration to Participation).
    - Wagner-Peyser Services **must be provided prior to the job seeker attending the job fair.** (A referral cannot be the first service recorded in the Job Seeker Activity History)

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- When all job seeker(s) have been identified and referred to the job order(s), the Career Center Staff will retrieve the information and directly contact each employer with a list of all job seekers who meet the skill level requirements for the open and available position(s) – detailing job seekers who are enrolled in WIOA and eligible for incentive programs, job seekers who are veterans, job seekers who qualify Work Opportunity Tax Credits (WOTC).
- The Career Center Staff let the job seeker know the date, time and location of the job fair.
- The tools used to select job seekers who have the required skill sets are, but not limited to:
  - **Employ Miami Dade**
  - The Job Search Tool
  - Soft Exit Tool
  - Incomplete Registration Tool
- **Additional Tools:**
  - The Soft Exit Tool integrates information from the Incomplete Registration Tool and is inclusive of job seeker(s) who have received staff assisted services in EF.
  - The Incomplete Registration Tool integrates information from EF of job seeker(s) who may have partially registered and participation has not been initiated. This provides for a new group of job ready of job seekers seeking employment.

**B. Day of the Job Fair:**

1. Once the Job Seeker arrives they will sign the Job Fair Log.
2. Job Seeker registrations should be via the kiosk and include the creation of an electronic case file. The Job Seeker must complete the general orientation and Initial Assessment Application. If the Job Seeker has already registered at the kiosk they will have to sign in and select the Job Fair Button.
3. All walk-in job seeker(s) must register via the kiosk and then complete a full registration in EF.

**C. Follow-up**

1. Career Center Staff will meet with each employer to learn who has been hired, matching the previous prepared list of referred job seekers with the scheduled hire report. Upon identifying job seekers who are hired, the Career Center Staff will inform the employers about which job seeker(s) are eligible for incentives (PWE, OJT, and WOTC etc.)
2. If the employer is not interested in either PWE, OJT, the Recruitment Employment Verification form is prepared for universal DJPs and signed once the job seekers have started

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employment. If the hired job seekers are WIOA participants, an individual employment verification form is signed for each new hire.

3. New Hire employment information will also be retrieved by using the Balanced Scorecard Outcome (Obtained and Direct) Details Report. Job Seeker information will be printed from the report, a documented employer collateral form signed by the interviewer and the center manager will be completed for entry of the placement.
4. The Work Number will also be used to verify employment of the job seeker and to enter the job placement.
5. If the employer is interested in PWE/ OJT the due diligence is collected and services are provided to the job seeker. A contract is and agreement is developed and signed by the job seeker, authorized employer representative, and the Center Manager.

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