



Address Your Internal Talent Shortage— Implement a College Recruiting Program

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Panelists



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Senior Vice President, Human Resources, and Principal
 Apex Systems



Amy Bollinger, TSC, CSP, CSC, CHP
Director, Learning and Development
 AtWork Group

It's Time for a Live Poll!

To participate—

- Text **ASA18**
- To: 22333



Are you having issues finding sales and/or recruiters for your offices?

Yes

No

American Staffing Association

Do you currently have a college recruiting program?

Yes

No

American Staffing Association

How to Get Started

- Preplanning
- Orientation and onboarding
- Offboarding
- Candidate traits and attributes

ASA

Pre-Planning

- Executive decision makers meet
- Consider what your intern pay rate is going to be
- Create an intern job description for your firm
- Recruit from within
- Screen candidates as you would your clients



Orientation and Onboarding

- Decide on one start and stop date
- Prepare and deliver
- Consider appointing one of the interns to be the group's liaison
- Host after-hours events
- Participate in ongoing professional development opportunities
- Hold structured weekly meetings
- Opportunities to lead projects for sponsored charities or corporate social responsibility programs



Offboarding

- Feedback is important
- Stay in touch with the interns who do really well
- Gather materials for promoting the internship program
- Evaluate the success of the program
- Post position with your firm on their LinkedIn profile and résumé
- Make job offers



Candidate Traits and Attributes

Attributes That Position a Candidate for Success

- Honest and ethical
- Accountable; tenacious; persuasive; organized; team-oriented; competitive; and flexible
- Highly motivated; high energy; track record of success in life and school; articulates with good overall written and oral communication skills
- Involvement in clubs or athletics; leadership roles; internships
- Motivated

Traits

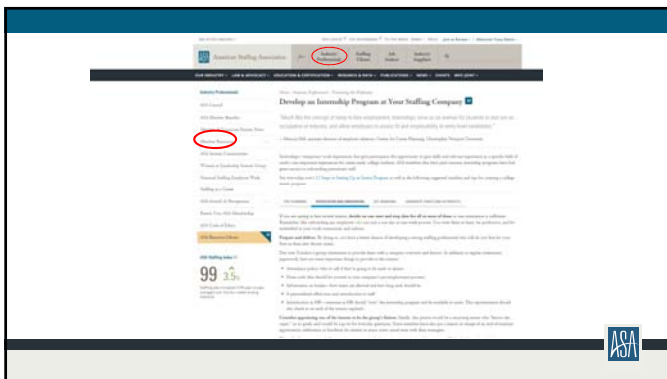
- Initiative—being willing to take on job responsibilities and challenges
- Persuasion—convincing others to adopt a preferred course of action
- Stress tolerance—dealing calmly and effectively with high-stress situations
- Bio data—refers to quality and quantity of one's experience
- Situational judgment—refers to the degree to which one is able to analyze business problems and determine appropriate courses of action





- Hiring from outside of the industry
- Promoting the Profession section of *americanstaffing.net*
- Define your target profile
- Resources and programs to support entry-level hires
 - Internships
 - Training—ASA has great resources
- Download the Staffing as a Career Video for your website





ASA Resources

Does your staffing company have internship or training programs? If so, and you are interested in having university students, alumni, and college career center professionals contact you, please complete the form below. ASA will let you know once your information has been added to its Staffing as a Career website. Also, consider linking the Staffing as a Career website to your company's career page.

Company Name*

Company Address*

Street Address

Address Line 2



Talent Acquisition Best Practices NACE Resource

A few resources available:

- Employers Cite Fall Recruiting Advantages, Disadvantages
- Employers: The Recruitment Methods That Do, Don't Work
- Maximize Effectiveness of Case Interviews
- Offer Insights Students Want for Effective Info Sessions
- Resource Helps Employers Get the Most From On-Campus Recruiting
- Interns and Harassment



12 Steps to Setting Up an Intern Program

internships.com/employer/resources/setup/12steps



The Staffing the Director Family of Companies is a service-center group of companies in East Brunswick, NJ that focuses on staffing, payroll services, independent contractor compliance, managed services and consulting. With experience in a variety of fields, ITX adds value to the lives and operations of our employees and clients respectively. With our industry leading technology, dynamic atmosphere, and our focus on people and adding value, we have been the obvious company of choice for clients and candidates alike.

A Junior Recruiter Fall Internship is available to qualified and interested students. If you are comfortable with people and have solid communication and administrative skills, then we are willing to train you. This is a great way to learn recruiting! Pay will be \$XX per hour and flexible work hours are available. We understand you have academic and extracurricular obligations and are prepared to work around your schedule. 12-15 hours/week minimum with potential for added hours. We ask that you have at least a 3 hour block of time on any given day. The start date will be the first week of September, when classes resume.

WHAT YOU WILL LEARN

- How to work with a sense of urgency, while maintaining data integrity and detail
- How to create a talent pool
- How to make great matches between clients and candidates
- How to close a candidate on a position
- A better understanding of the business community in general
- Exciting best practices

RESPONSIBILITIES

- Provide professional administrative support to the recruiting team
- Schedule interviews and pre-employment tests, background and E-verify
- Perform phone interviews
- Assist with candidate onboarding paperwork as needed
- Identify new and creative ways to source viable candidates (including internet resources, directories, database leads and custom lists)
- Help prepare weekly reports and other departmental projects, including attendance at team meetings

We are looking for students with a strong work ethic, good written and verbal communication skills, an eye for detail and organization and a comfort level with Microsoft Office and internet research. You will be interacting with internal departments, clients and prospective candidates on the phone and in person. An ability to handle sensitive information with the highest degree of integrity and confidentiality is a must.



technology, dynamic atmosphere, and our focus on people and adding value, we have been the obvious company of choice for clients and candidates alike.

A Partner Relationship Management Team Fall Internship is available to qualified and interested students. If you are comfortable with people and have solid communication and administrative skills, then we are willing to train you. This is a great way to learn Human Resources! Pay will be \$XX per hour.

12-15 hours/week minimum with potential for added hours. Ideally we are looking for students with 2 full days a week, 8-9 hours availability per day. **Hours: if you have at least a 4 hour block of time on several days that will also be acceptable.** The start date will be the first week of September, when classes resume.

WHAT YOU WILL LEARN

- How to work with a sense of urgency, while maintaining data integrity and detail
- How to work within a team
- How to manage detailed information and enter into internal databases
- How to act as a liaison between employee and parent company
- How to successfully onboard new employees
- HR best practices

RESPONSIBILITIES

- Provide professional administrative support to the relationship management team
- Schedule interviews and pre-employment tests, background and E-verify
- Assist with candidate onboarding paperwork and verification process
- Help prepare weekly reports and other departmental projects, including attendance at team meetings
- provide consultation on policies and procedures as needed

We are looking for students with a strong work ethic, good written and verbal communication skills, an eye for detail and organization and a comfort level with Microsoft Office and internet research. You will be interacting with internal departments, clients and prospective candidates on the phone and in person. An ability to handle sensitive information with the highest degree of integrity and confidentiality is a must.

If interested please send a resume and cover letter to: Vicki Becker, Director Operations



A Social Media Internship is available to qualified and interested students. The company is currently updating their virtual social media, digital media, and looking to promote their business and a brand through various social media platforms. Pay will be \$XX per hour and flexible work hours are available. We understand you have academic and extracurricular obligations and are prepared to work around your schedule. 12-15 hours/week minimum with potential for added hours at your convenience and the business needs. We ask that you have at least a 3 hour block of time on any given day. The start date will be at the end of January.

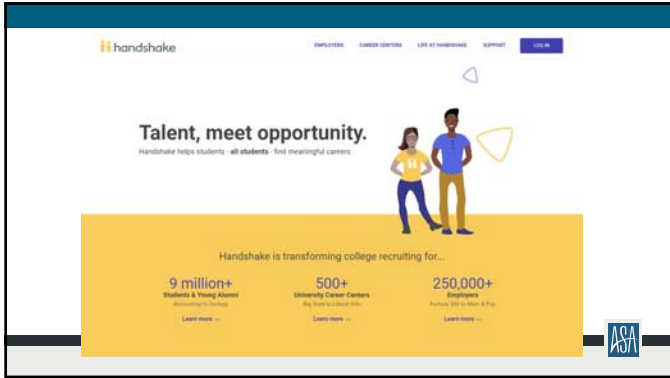
WHAT WE ARE LOOKING FOR

- Students applying for this internship should be Marketing, Business, Communications or PR majors with a focus on business writing/content marketing
- Solid experience and understanding of social media platforms
- Self-motivated, with the ability to work independently and also as a collaborative member of a team
- Strong work ethic, organizational and time management skills
- Superior written, verbal communication and editing skills

WHAT YOU WILL DO

- Create content for social media platforms and ensure content is professional and supports the mission and culture of the company
- Contribute to website blogs and newsletter RSS feed
- Online outreach and promotion using Facebook, LinkedIn, Twitter, Instagram, etc.
- Monitor and post on blogs, forums and other online platforms for sharing ideas and industry-related news and research
- Review and report data on performance of social media platforms with an eye towards creating plans and strategies to optimize reach







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