

When to Recruit

Not all job postings require recruiting. It's OK to allow some jobs to self-refer and soft close, or you might want to make a quick call to the employer before deciding. Use the following guidelines to decide whether or not to recruit.

Priority Postings - Recruit Now!
<ul style="list-style-type: none"> • Job Posting is a Service Level 3 or 2; employer expects screening service. • Employer has a history of hiring through Workforce Solutions. • The business is in a Workforce Solutions targeted industry. • It's a staff-entered posting. • Employer uses only Workforce Solutions for recruiting. • Employer routinely calls to see what the status of the job posting is. • The employer has real and urgent job openings. • We have a pool of customers actively seeking work in the occupation requested by the employer. • Contact instructions are apply in person or by telephone. • The owner/decision maker is the main contact. • The job posting is somewhat unique so we can quickly find someone using a keyword search. • The pay is within industry standards compared to the skills and experience requirement. • The job posting includes pay and schedule details. • You have a "feeling" or think this job is fillable.
Secondary Postings - Work as Appropriate
<ul style="list-style-type: none"> • Employer has a history of entering job postings or placing job orders and never hires anyone. • Employer uses every possible method to recruit including, but not limited to: want ads, search engines, paid recruiting firms, Craig's List, etc. • Employer thinks he/she is required to list through Workforce Solutions to comply with EEO or Affirmative Action rules; has no intention of considering or hiring anyone sent by Workforce Solutions. • Employer is hard to reach and slow to respond, won't provide interview/hire dates, and hardly seems interested. • The posting is so complex and demanding, you are unlikely to find a qualified applicant. • Apply online or by mail with no other contact listed. • The main contact is too far removed from the decision-making process. • A job posting likely to pull hundreds of similar applicants requiring a lengthy sort and review process. Call employer to see if you can narrow the focus. • The job doesn't offer competitive pay/benefits. • The employer is trying to beef up his application files in case a job comes in. • Something seems suspicious or not right about the job posting. It doesn't "feel" right.

Other Things to Consider:

Exceptions: Nearly every business process has an exception or two, and working a job posting is no different. There are some job postings you will spend little or no time on. For example:

- Do Not Contact List – Employer Services distribute a list of employers who do not wish to be contacted by staff about their job postings. Even if the posting is assigned to you
- UTMB-Galveston - These job orders are worked by the UTMB group at the Texas City office. You can refer qualified candidates; however only staff at the Texas City office should maintain the posting or contact the employer.
- Alien Labor Certification jobs – For postings identified as H2A and H2B postings, refer qualified candidates but don't edit or work the posting.
- FCJL jobs – A group of staff in Employer Services work all FCJL job postings. You can refer qualified candidates, but don't edit or work the posting.
- Community Service openings – Employer Service recruiters work these postings.
- State agency jobs – While you can refer on these postings, staff at the state maintain and close these postings. If one is accidentally assigned to you, re-assign it to "Gulf Coast State Jobs."

Employer's history: Review the employer's job posting activity under the Customer Management tab/Customer Management Summary in WorkInTexas. View the employer's WorkInTexas use in the last three months. Look at the number of openings vs. the number of hires; check the number of open or static postings and the total number of postings.

Complexity/uniqueness of position: Very complex positions can be difficult to fill if you don't thoroughly understand the occupation. However, if they are particularly unique, they may actually be easier to recruit on by using the Keyword Search option and using a very specific keyword, such as "TWIC", "pediatric", "licensed" or the name of a certain software or programming language. If this isn't the case and you have some time, research the occupation or ask the employer for more details. Otherwise, it might not be worth your time. Use your professional judgment to decide.

If You Call the Employer

Tell Employer What to Expect	Ask Questions to Help You Decide Whether to Recruit
Time spent on the posting; number of referrals...	Will you be available for followup and verification?
Job seekers can self-refer (Service Level 1)...	Are you open to suggestions about salary, etc?
Screening is available (Service Level 2, 3)...	When do you plan to interview/hire?
Date you will call back to followup/verify...	What can I do to ensure a qualified candidate?
Your availability and contact information...	Is there anything else I should know about the job?