

# *Hiring Event Hires*

## *Defining Hiring Events*

- An “on-site employer interview” occurs when an employer comes to one or several of the Workforce Solutions’ career offices to interview candidates for job openings.
- A “job site employer interview” occurs when career office staff travels to the site where an employer is interviewing candidates for an employer’s job openings.

## *Marking Hiring Events in WorkInTexas*

- Go to WorkInTexas.com /Employer/Employer Search
- Find the employer’s information or create a new account
- Click on Create a New Job Posting
- Under the line for Posting Number: enter the words “On site” or “Job Site”. You may enter additional information after this.
- In the field for Job Description begin the description with the words “Hiring Event”
- Complete the remainder of the posting information

## *How to identify direct placements from Hiring Events*

- Go to WIT Reports – Productivity – Staff Productivity job seeker
- Select the current month and appropriate office and/or Staff
- Generate report
- Locate Staff and click on the number in the hire column- You will see a list of names of job seekers hired/placed by the selected staff
- Click on a job seeker’s name
- At the top of the job seekers home page go to Services/Interested closed
- Click the job posting number for the hire you are interested in seeing – Review the posting for the company where the person was hired. The Posting No. should state “On Site” or “Job Site” when the hire is the result of a hiring event.
- You should also see the words “hiring event” at the beginning of the job description.
- You may page back to review another “hire”.