[wso.jpg](http://edweb2.emp.state.or.us/news/media/kunena/attachments/1225/wso.jpg)

EMPLOYER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iMATCHSKILLS ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Recruitment Plan** | | | | | |
| **Employer Expectations and Timeline** | | | | | |
| **Date(s)** | **Checklist Items** | **Yes** | **No** | **Not Required** | **Comments** |
|  | Workplace site visit with all hiring managers |  |  |  |  |
|  | Promote CWRC letter of support |  |  |  |  |
|  | Promote OJT/other current incentives |  |  |  |  |
|  | Advertise and post position(s) |  |  |  |  |
|  | Screen candidates |  |  |  |  |
|  | Check-in mid-process for feedback and adjustments as needed |  |  |  |  |
|  | Present top candidates |  |  |  |  |
|  | Coordinate logistical arrangements for interviews |  |  |  |  |
|  | Schedule interviews |  |  |  |  |
|  | Follow-up post interviews for feedback and hire information |  |  |  |  |
|  | Complete survey and evaluation forms |  |  |  |  |
|  | Follow-up post employee start date to ensure employee is a quality match |  |  |  |  |
|  | Interview employer and employee for success story/media release |  |  |  |  |
|  | Check in for future anticipated hiring needs |  |  |  |  |
|  |  |  |  |  |  |

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EMPLOYER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iMATCHSKILLS ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Recruitment Plan** | | | | | |
| **OED Expectations and Timeline** | | | | | |
| **Date(s)** | **Checklist Items** | **Yes** | **No** | **Not Required** | **Comments** |
|  | Employer Visit (understanding of EMP Culture, JL details, EMP hiring process, EMP decision makers, etc.) |  |  |  |  |
|  | Employer visit documentation in iMS |  |  |  |  |
|  | Employer Visit Report (overview of EMP and JL requirements) to Team |  |  |  |  |
|  | Enter JL in iMS; description and application instructions reviewed |  |  |  |  |
|  | Run Searches (both JL & JS matches) and send out notifications |  |  |  |  |
|  | Advertise JL on behalf of EMP directing candidates to OED for screening |  |  |  |  |
|  | Work JL until enough Referral Recommendations (# varies) |  |  |  |  |
|  | Follow-up with recommended JS for resume/application and next steps |  |  |  |  |
|  | Check-in with EMP mid-process for feedback and adjustments as needed |  |  |  |  |
|  | Mid-process documentation in iMS |  |  |  |  |
|  | Screen recommendations and schedule pre-screening interviews with qualified candidates |  |  |  |  |
|  | Identify top candidates for referral |  |  |  |  |
|  | Present top candidates to employer and identify interview times/date/location |  |  |  |  |
|  | Schedule and prepare JS for interview |  |  |  |  |
|  | Follow-up with EMP immediately following interviews for feedback & hire information. |  |  |  |  |
|  | Document results in iMS |  |  |  |  |
|  | Team debrief about closure of recruitment |  |  |  |  |
|  |  |  |  |  |  |