






Purpose: Use this tool to research articles and resources to:

1. Assist you with writing specific, targeted job descriptions.
2. Guide you with specific steps to take within the hiring process.

Steps:	Find It Here: www.illinoisworknet.com
<p>1. Know the process when filling an open position in your company. The first step is to identify the positions you need to fill and the duties associated with each. The questions below are some starter ideas on how to ensure you have the correct information in your job description:</p> <ol style="list-style-type: none"> a. What skills should a potential candidate possess? b. What tasks will be involved with the job? c. What responsibilities will be involved with the job? d. What qualifications are needed for the position? e. What should the job description include for each position we're filling? <p>The job description is how job seekers will know if your position is one that is a good match for them. Start on the Recruiting and Hiring page for more information on the process.</p>	 Job Opening & Recruiting
<p>2. Research career and labor market information for the position(s) you are filling. Now that you've started thinking about the position description, you need to ensure that you are identifying the right needs and salary for your region. Use the Careers, Wages, and Trends tool to compare data for specific position titles.</p> <p>The Job Skill Guides can give you an idea of skills that potential employees should possess. You can use this when reviewing resumes, during interviews, and when assessing employees.</p>	 Explore Careers  Qualify for Jobs

<p>3. Now that you've written great job descriptions and know what you're looking for in your ideal candidates, it's time to start advertising. Each job seeker is different and so is their job searching method. Here are some options you can use for advertising:</p> <ul style="list-style-type: none"> a. Newspapers b. Internet Job Boards c. Employment Agencies d. Referrals e. Social Media <p>Social media is a powerful marketing tool. Use the Social Media Guide to make sure you're taking full advantage of all the platforms.</p>	 <p>Network & Connect</p>
<p>4. Learn about Employer Hiring Credits to see if there are any incentive programs you can take advantage of in your hiring process. Along with benefiting your business, these programs also help job seekers get back in the workforce.</p>	 <p>Job Opening & Recruiting</p>

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. 7/2019 v5