



# Recruiting and Hiring Using LinkedIn Groups 2/2019 v5

## Recruiting and Hiring New Employees Using Illinois Virtual Job Club Network

Illinois workNet has created a group on LinkedIn to provide a common space for job seekers, workforce professionals, and business owners to share information. Learn more about this tool below.

# **Get Started**

- 1. Create / access your profile on LinkedIn.
- 2. Search for Illinois Virtual Job Club Network.
- 3. Request to join.



# **Participate**

### **READ**

- Review the current items in the discussion tab.
- Start a discussion about an industry topic to see who answers the question. He or she could be a potential recruit.
- 3. Review the Promotion items in the Promotions tab. Post items to the promotions, such as job fairs or hiring events at your business.
- 4. Review the Jobs tab. If you have listed a job on LinkedIn, you may want to include it in this group or other groups. If it is posted on your website, share a link to the opening.
- 5. Review the Members tab. You could find a new connection or employee!

### **ACTION**

Share action items from your company page on LinkedIn in the industry-related groups to which you belong.

Engage in discussions in the group. In some cases, this could provide a mentoring situation.

## Illinois workNet

Find out about job search with other social media platforms by visiting:

http://www.illinoisworknet.com/socialmedia

For additional tips on recruiting and hiring, visit:

http://www.illinoisworknet.com/recruitandhire

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.