

IN-PERSON Hiring Events

TIPS FOR EMPLOYERS



PRIOR TO AN IN-PERSON HIRING EVENT

- Advertise and promote your attendance at the event
- You will have limited time with each job seeker, prepare questions to ask ahead of time
 - Role-specific questions
 - Questions about their interests and career goals
 - What do you know about our company
- Talk about available jobs, career advancement, training, benefits, other important info.

DURING AN IN-PERSON HIRING EVENT

Be Approachable

- Eliminate distractions by putting away your phone and laptop
- Stand beside your booth and invite job seekers to visit with you
- Make eye contact with job seekers
- Wear a name tag
- Bring business cards to hand out to job seekers

Booth Appearance

- Arrive early to set up your booth
- Make your booth appealing and colorful
- Display easy-to-read materials including job openings
- If allowed, provide company swag and host a give-a-way.
- Keep the number of items manageable to minimize distractions.

AFTER AN IN-PERSON HIRING EVENT

- Reach out to job seekers after the event and invite potential candidates for formal interviews
- Measure your results to see how you can improve on the next event

Scan to view upcoming hiring events or go to
dlr.sd.gov/hiring-events.

