

# VIRTUAL Hiring Events

## TIPS FOR EMPLOYERS



### **PRIOR TO A VIRTUAL HIRING EVENT**

- Register for the event in advance to avoid last-minute technical issues
- Advertise and promote your attendance at the event
- Review applicants and resumes of registered job seekers
- Keep your booth's appearance in mind
  - Include a company logo and bio to help your business stand out
- 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 A VIRTUAL HIRING EVENT**

- Attend from a distraction-free and private environment
- Invite job seekers to speak with you
- Keep notes on each job seeker
- Let job seekers know of any next steps

### **AFTER A VIRTUAL 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](https://dlr.sd.gov/hiring-events)**.

