

## **The Information at Hand** (It's more than you think)

There is a tremendous amount of information available to help get a talent search started.

- USAJOBS
  - It's searchable and available for sourcing prospective candidates and then informing of the open position (that's marketing!).
- Silver & Bronze Medalists
  - Review the certification lists of past openings and inform the 2<sup>nd</sup> and 3<sup>rd</sup> place applicants of the open positions
    - Email is great for this.
  - A phone call is awesome!
  - These are often found in your email or hard drive!
- Current employees
  - Current employees of the hiring organization should be made aware of openings and provided marketable materials that they can pass on to their friends (e.g., like a Job Announcement or flyer).
  - Do you have a defined employee referral process?
- Alumni
  - Past employees of the hiring organization can be a source of candidates from outside the hiring organization as well (network!).
  - If someone left your agency in order to gain experience, they may want to come back.