

## Recruit Employees

Attract, hire and retain qualified employees. The Idaho Department of Labor specializes in matching job seekers to employers. We are Idaho's most established and experienced recruitment service with 25 local offices throughout the state. For over 50 years, we have provided professional and comprehensive employee recruitment and related services for businesses across Idaho and the nation.

### Self-Service

Idaho Labor has an extensive menu of Web-based resources, tools and information for employers who prefer to self-manage recruitment efforts.

- Write, edit, post and manage job listings online with our easy-to-use electronic job order entry system at <https://labor.idaho.gov/idworks/ejentry/>.
- Review candidates who inquire about job listings.

Job listings are targeted to job seekers looking for the particular type of work offered. Job seekers can apply directly to you.

### Staff-Assisted

Employers may choose to work directly with Idaho Labor by phone, fax, e-mail or in person to recruit workers.

- Let Idaho Labor post your job listings. We take time to learn all the details of each job opening so we can write an accurate job description. This way, you maximize your limited time reviewing the most suitable applicants.
- Receive support with managing resumes and job applications. Receive job applications in any manner, whether your company has its own application form, accepts standard resumes or has other procedures for reviewing job candidates. Our skilled staff can search the database for job applicants with the skills, training and experience that match your job listing.
- Meet face-to-face with potential applicants at your recruiting events. Idaho Labor will help coordinate and promote such events anywhere in the state to inform candidates about companies and available positions.
- Interview potential candidates at your office or at our facilities. Idaho Labor staff will even manage the interview schedules.

### Customized

The Idaho Department of Labor can provide recruitment services tailored to meet individual employer needs. This may include assistance with major shifts in the work force, specialized labor market studies, human resource information and onsite visits to a company's location to better understand business needs.

For more details, or to find your local office, visit

[labor.idaho.gov](http://labor.idaho.gov)