

Recruitment Solutions Initiative (RSI) Process Chart

INITIATION STAGE

- BRT Receives Business Referral
- BRT Conducts Initial Assessment to Qualify as RSI
- Documents results in MOSES
- BRT meets (in person or virtual) with RSI Coordination Team (RSIC) to determine strategy and Scope of Project (Statewide, Regional, Local Initiative)
- Notifies appropriate CC Director(s), Ops Mgr(s), and RC(s) and requests Lead BSR
- BRT completes SLA & forwards to RC based on results of RSIC Meeting

BRT, RC, Ops/CCD & LBSR attend (in person or virtual) Business Assessment Meeting with Company Reps to:

- Determine # of jobs, priority & obtain job descriptions
- Provide information about State Support Services
- Meet Business' local contacts
- Review SLA
- Tour (in person or virtual)
- Presents recruitment options/methods with Business
- LBSR documents results of meeting & services in MOSES

INTERNAL COORDINATION STAGE

LOCAL LEVEL INITIATIVE

- RC, Ops Mgr & LBSR coordinates meeting with local BET to implement recruitment strategy
- LBSR Updates Employer Record & Enters MOSES Services (Business Assessment and others as appropriate)
- LBSR creates local Job Order(s) & flags as RSI
- Schedule Recruitment Events via Premier Virtual; Market & promote
- Creates MOSES Recruitment Event
- Source & Outreach to candidates (Job Match, SOC, 90 Day, etc., Crystal reports)
- Enter appropriate Job Seeker Services (Call-In Pre-Referral & Referral Services)
- LBSR reports results to RC's as determined by RSIC

REGIONAL & MULTI REGIONAL INITIATIVE

- RCs, Ops Mgr & Regional LBSR coordinates meeting with supporting CC's for recruitment strategy and reporting strategy
- Regional LBSR Updates Employer Record & Enters MOSES Services (Business Assessment and others as appropriate)
- Regional LBSR creates Job Order(s), flags as RSI, and shares with supporting CC's
- Coordinates Recruitment Events via Premier Virtual; Market & promote throughout region
- Creates MOSES Recruitment Event(s)
- Supporting CC's Source & Outreach to candidates (Job Match, SOC, 90 Day, etc., Crystal reports)
- Supporting CC's Enter appropriate Job Seeker Services (Call-In & Referral Services)
- Supporting CC's report results to RC's as determined by RSIC

STATEWIDE INITIATIVE

- BRT, RSIC, RCs & Project LBSR meet to determine statewide recruitment and reporting strategy
- RSIC/ Project LBSR updates employer records, adds services & distributes local contact info to RC's
- RC's coordinate regional meeting to update supporting CC's
- Supporting BSR's establish contact with local employer, create Job Orders, flags as RSI
- RSIC Coordinates Recruitment Events via Premier Virtual; Market & promote
- Creates MOSES Recruitment Event(s)
- Supporting CC's Source & Outreach to candidates (Job Match, SOC, 90 Day, etc., Crystal reports)
- Supporting CC's Enter Appropriate Job Seeker Services (Call-In & Referral Services)
- Supporting CC's report results to RC's as determined by RSIC

EXECUTION STAGE

Local BET Screening:

- Interview candidates/Vet for positions
- If qualified, candidate applies and provides proof of application
- Screening results entered in MOSES
 - Call-In/Pre-Referral Services
 - Job Referral - Staff
- BET follows up with referrals utilizing Crystal reports (Staff Pending Referral Report)
- LBSR maintains contact & feedback loop with RC (local project), RC/Regional LBSR (Regional Project) or RC/Project LBSR (statewide project)

Applicant
Hired?

NO

BSR

- Obtains feedback from business
- Informs appropriate referral source of non-hire
- Ensures MOSES data entry is completed

YES

BET

- Obtains hire info from Job Seeker
- Distributes hire data to BSR
- Ensures MOSES data entry is completed

BSR

- Obtains hire info from Business
- Distributes hire data to appropriate referral source
- Ensures MOSES data entry is completed

Acronyms

BRT: Business Referral Team

CC's: Career Centers

LBSR: Lead Business Service Representative

LBT: Local Business Team

Ops/CCD: Op Managers and/or Career Center Directors

RC: Regional Coordinator

RSI: Recruitment Solutions Initiative

RSIC: Recruitment Solutions Initiative Coordination Team

SLA: Service Level Agreement