

## Recruiting techniques that work best for different jobs.

Which recruiting techniques work best for different jobs and when should I use more than one recruiting technique immediately?

**In the table below, the recruiting sequence for each department starts with 1. When there are multiple entries of a specific sequence number, all of the recruiting techniques should be implemented at the same time. If the recruiting technique has not generated at least 5 good candidates within the days or weeks indicated, move to the next recruiting sequence. (2-6)**

We have omitted job fairs, college recruiting, intern/extern programs, etc from the list of recruiting techniques. Those are highly specialized recruiting techniques that only fit select companies and properties.

Department	Recruiting Techniques							
	Review Previously Rated Candidates	Referrals	Internet Niche Job Boards	Print Jobs Flyer & Distribute	Automated E-mail Marketing	Targeted Direct Mail	Newspaper Ads	Search /Placement
<b>Move to the next recruiting sequence if the above technique hasn't worked within the days or weeks indicated.</b>								
<b>GM/AGM</b>	1 2 days	1 1 week	1 2 weeks		1 2 weeks	1 2 weeks		<b>Avg. fill Time</b> 2 4-6 weeks
<b>Sales/ Mktg.</b>	1 2 days	1 1 week	1 2 weeks		1 2 weeks	1 3 weeks		2 6-13 weeks
<b>Catering</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 1 week	2 3 weeks		3 6-13 weeks
<b>Convention/ Conference Services</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 1 week	2 2 weeks		3 6-13 weeks
<b>F&amp;B</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 2 weeks	2 2 weeks		3 4-6 weeks
<b>Kitchen</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 2 weeks	2 2 weeks		3 6-10 weeks
<b>Finance/ Accounting</b>	1 2 days	2 2 weeks	1 2 weeks		1 2 weeks	3 2 weeks		4 6-17 weeks
<b>Human Resources</b>	1 2 days	1 1 week	1 2 weeks	2 2 weeks	1 2 weeks	3 2 weeks	4 1 week	5 6-10 weeks
<b>Housekeeping</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 2 weeks	2 2 weeks	2 1 week	3 4-10 weeks
<b>Engineering</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 2 weeks	2 2 weeks	2 1 week	3 6-10 weeks
<b>Rooms Division</b>	1 2 days	1 1 week	1 2 weeks	1 2 weeks	1 1 week	2 2 weeks	3 1 week	4 4-6 weeks
<b>Security</b>	1 2 days	5 2 weeks	1 2 weeks	1 2 weeks	1 1 week	2 2 weeks	3 1 week	6 6-10 weeks
<b>Recreation</b>	1 2 days	2 2 weeks	1 2 weeks	1 2 weeks	1 2 weeks	3 2 weeks	4 1 week	5 6-17 weeks
<b>Hourly Jobs</b>	1 2 days	2 2 weeks	3 2 weeks	3 2 weeks	3 1 week		4 1 week	
<b>Salaried Non-Exempt</b>	1 2 days	2 2 weeks	3 2 weeks	3 2 weeks	3 2 weeks		4 1 week	
<b>Corporate / Executive Jobs</b>			1 2 weeks			1 2weeks		1 6-17 weeks