10. **Revisit job descriptions.**

- Update job descriptions
- Write description in understandable and interesting language
- Think in terms of competencies

9. **Watch for potential candidates in unexpected locations.**

- Think job fairs ... and beyond.
- Look for passive candidates.
- Search social media – carefully.
8. Move past generational thinking.

- Look for new ways to engage Gen Y & Z.
- Use technology to make your position stand out.
- Consider views of employment of different generations.

7. How about referrals?

- Transform employees into recruiters.
- Tag your emails with a note that you’re hiring.
- Determine other referral resources.

6. Avoid snap decisions.

- Avoid confirmation bias.
- Get past “gut feelings” and into structured interviews.
- Conduct interviews consistently and fairly.
3. **BE prepared.**

4. **Practice behavioral interviewing.**

5. **Hold interviews, not interrogations.**

**TIP PAGE**

- Make candidates comfortable.
- Explain the interview process.
- Don’t monopolize the conversation.
- Allow silence.

- Ask behavioral questions.
- Ask each person the same questions.
- Use follow up questions.

- Review the candidate’s resume in advance.
- Review the job description.
- Do appropriate social media research.
- Review questions and each interviewer’s role.
2. Remember: You’re representing the State.

1. Think like a job seeker.

- Everything you do is marketing for your agency and the State.
- Follow up with candidates.
- Be polite and professional.

- Make each step user-friendly.
- Think about what’s important to job seekers.
- Give them a realistic view of a day on the job.
- Remember that your time in the interview is an investment in retention.