

The Project Concept

Professional Services: College Recruitment/Specialty Services

CLM's One Stop Business Services staff has begun a program of providing specialty services to business customers at their request. At the present these services have been directed at specialized, out of area recruitment. This effort has been focused on college campus recruitment/representation and attendance at general professional level job fairs in other workforce regions.

CLM is desirous of increasing this service to support the needs of our employer community in the three county area. To accomplish this mission, CLM is proposing to hire specialized HR personnel on a contractual basis to expand the staff capacity of its business services staff for these events/services. Contractors would be selected on the basis of their knowledge/experience in one of the major business sectors within the CLM region. These include targeting the following: **Manufacturing; Healthcare/Medical Services; Finance/banking; and Information Technology.**

The following services would be required of the professional:

1. Meet with customers/industry groups to promote recruitment services. The business services director would coordinate these meetings. This service is periodic, not daily.
2. Meet with individual customers/industry groups interested in recruitment services:
 - a. Define specific recruitment efforts, develop/obtain job descriptions, compensation, and other pertinent facts needed for recruitment.
 - b. List all job orders in the professional recruitment software so that laptop computers can be used as part of the recruitment strategy.

- c. Prepare all materials and equipment for visit(s) to university(ies), etc., agreed upon and begin recruitment.
3. Attend various, agreed-upon, new graduate(college and university) and professional Job Fairs, represent the customer/industry and the city/county of the employer(s).
4. Perform other special professional and technical recruitment services including targeted professional recruitment.
5. Prepare résumés and applications obtained for dissemination to sponsoring employers.
6. Meet with respective HR professionals, as requested, to discuss applicants.
7. Coordinate all information with CLM One Stop Business Services Team

CLM will employ a number of selected professionals to assist it in this new service to employers. Those employers will be paid a flat daily rate or a flat fee for all services.