

# Customized Recruitment Services

The Vermont Department of Labor offers customized recruitment services through its [Career Resource Centers](#) located around the state. Our experienced staff develops and maintains close working relationships with our business partners to identify recruitment and training needs.

Particularly helpful for new or expanding businesses, specialized recruitment could include assistance with conducting job fairs, providing interview space and help with planning a successful recruitment strategy. The Career Resource Center can help you identify, attract and select the best qualified candidates for your current workforce needs.

## Recruitment Assistance

Vermont Department of Labor [Career Resource Center](#) has information and resources to help your recruitment process go smoothly. The professional, experienced staff offers:

- Consultation on hiring practices
- On-site recruiting facilities
- Job application collection
- Access to job seeker resumes
- Tax credit information
- Training assistance
- Assistance in writing job descriptions and training outlines

## Post a Job

The [Career Resource Center](#) is ready and able to assist you in posting your job openings on [Vermont JobLink](#), our on-line job matching and workplace information system. Whether you are looking for the perfect candidate to fill your open positions or searching for helpful information, the Vermont Department of Labor's [Career Resource Center](#) is the place for you to begin your search. Our staff can assist you in:

- Writing job descriptions that result in positive job matches
- Referring only qualified candidates to your job openings
- Discussing training opportunities and hiring incentives for qualified individuals

## Vermont JobLink

You also have the option of creating a *self-service* employer account and posting your job opening on our website at: [www.vermontjoblink.com](http://www.vermontjoblink.com)

- Create a [Vermont JobLink](#) employer account by establishing a User ID and password
- Establish and manage your employer profile
- Search our database of thousands of resumes
- Receive email updates on new, matching job seeker resumes

We require that jobs posted to our [Vermont JobLink](#) site meet minimum standards to ensure that there is an actual employment opportunity for jobseekers.

**Please read the following requirements:**

- We do not accept postings for Independent Contractors, Work-At-Home or Commissioned pay positions unless these job postings meet the requirements set forth in the Fair Labor Standards Act and Vermont laws and regulations regulating employment. There should be an actual Employer/Employee relationship with the employer paying the job seeker a salary, wage or commission. We require employers to post a job order before the account is approved for any employer that does not have a Vermont UI Tax number.
- Neither you nor your agents may charge a fee to provide a job seeker with access to a job listed in Job Link. Neither you nor your agents may use the service to recruit replacement workers in a labor dispute. You may not utilize job seeker information for any reason other than in filling your available positions. You may not resell or repost any job seeker information such as names, addresses, telephone numbers or resumes found on this site. You may not post job orders for positions that are not currently available, as a source of sales leads, or anything related to network marketing or pyramid schemes.
- Because the service depends on the exchange of accurate and timely information, we will make every effort to keep the resume postings and other information updated. We depend upon you to keep your job postings and other information about your company updated. We reserve the right to remove any job posting from the file if it contains outdated, inaccurate or inappropriate information.
- Various laws prohibit the Job Link from accepting discriminatory job orders. Employers must provide equal employment opportunities to applicants without regard to race, color, religion, gender, age, national origin, or disabilities in compliance with Federal and State laws including:
  - The Civil Rights Act of 1964 As Amended;
  - Age Discrimination Act of 1967 As Amended;
  - Rehabilitation Act of 1973;
  - Vietnam Era Veterans Readjustment Act of 1974;
  - Americans with Disabilities Act Amendment Act of 2009 (ADAAA); and
  - The Wagner-Peyser Act as Amended.

- We may occasionally ask you to participate in surveys to gauge the value and effectiveness of our services and to seek your advice on improving these services. Participation in these surveys is voluntary.

## Customized Hiring Events and Job Fairs

Save time and money by taking advantage of our ability to customize a hiring event tailored to your needs and to recruit qualified job applicants in an efficient and effective manner.

- Get quality face-time with job seekers in a short period of time
- Attract candidates that meet your needs with our various screening options
- Flexibility with event location – access to professional meeting space is available in our [Career Resource Centers](#) or we will come to you
- Experienced and professional staff are available to organize and promote the event
- Join other employers at a larger recruitment event – Job Fair

The Vermont Department of Labor regularly sponsors and hosts on-site recruiting events and Job Fairs for businesses throughout Vermont to connect qualified candidates with current openings. Events are hosted by [Career Resource Centers](#) for single businesses to connect with multiple job candidates in a single day or larger recruitment events such as a Job Fair which includes other employers.

Businesses interested in conducting a recruitment event should contact any of the Vermont Department of Labor [Career Resource Centers](#) to discuss your recruitment needs.

## Planning and Strategic Development

The Vermont Department of Labor can help you make informed decisions to move your workforce forward.

- **Labor Market Information:** Get valuable information about wages, demographics, commuter patterns, workforce trends, supply and demand and more. Visit our Economic and Labor Market Information website at: <http://www.vtlmi.info/index.cfm>
- **Community Connection:** Leverage the partnerships of your Career Resource Center to discover training opportunities, incentives and business resources within the community.