

84% of job seekers said that responsiveness after initially applying influenced their decision to accept an offer.

**25 Hiring Statistics All Employers Should Know in 2022 (careerplug.com)*

This means the faster you act in the job posting and hiring process, the better chances you will have to attract and hire the best.

There are five distinct steps to filling a job opening. Consider using these steps to help yourself in identifying the right person for the job and not just a warm body to fill a position.

NEED: Decision time. We have an opening. Do we post internally or externally? Identify the Job Description to be used to fit the need.

POST IT: Make sure your job posting is comprehensive and legal. Blanket the market with your posting.

SELECT: Screen candidates and select for interviews - keep an open mind. Conduct interviews with structured questions and document answers.

OFFER: Select the top candidate and make a conditional job offer. Negotiate if necessary, and extend the final job offer.

HIRE: Handoff to Human Resources to conduct Orientation. HR sends them back to you for Stage 2: Onboarding.

NOT SURE WHERE TO START? CONTACT US

For more information about the 5-Stage Model on How to Attract and Retain Public Works Employees, please visit our website at www.txltap.org and navigate to:

Library > Workforce Development, click on the PDF file for the 5-Stage Model to download.

You may also call us at 817-272-2581 to arrange for an on-site consultation on how to implement this program at your organization.



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RECRUITING AND ATTRACTION

5

Stage Model to
Attract and Retain
Public Works Employees



An Overview of How to
Implement a Strong Program
for Your Organization Based on
Stage 1 of the 5-stage Model to
**ATTRACT AND RETAIN
PUBLIC WORKS EMPLOYEES**



Recruiting and Selection

As most of us have experienced, hiring good-quality employees is becoming increasingly difficult. There was a time when an extensive talent pool was available from which to choose. That pool has grown smaller due to more people retiring from the workforce, competition from the private sector with increasing salaries that are difficult to match with public wages, and a segment of the workforce no longer interested in government work.

Stage 1 of the 5-stage model on how to attract and retain employees (aka the guide) outlines strategies that public sector organizations may wish to consider and use to increase the payoff in your recruiting efforts.

Leveling the Playing Field

Despite the challenges we face in the public sector, there are still several effective recruiting strategies that you can use. By understanding your unique challenges and implementing an effective recruiting strategy for your organization, you can attract good employees.

Sometimes, small municipalities or rural counties have the mindset that because they do not have a large population, they are stuck with what they get for applicants, so why bother to make any effort to attract suitable applicants? If you make no effort, you will continue to get what is locally available, but if you look at some of the ideas and resources made available to you in this model, you can attract new talent.

A key to attracting new talent is for you to tell your story in an effective way that will make job candidates want to apply and work for your organization. A major key to attracting candidates is to emphasize all the different benefits that come from working for a public sector organization.

STAGE 1, Recruiting, detailed guidance is provided on how to frame and present information.

BENEFITS

- Medical dental, vision, and other coverages
- Retirement
- Paid leave, paid holidays, and other types of paid leave
- Extensive on-the-clock training and development activities
- Tuition reimbursement programs
- Merit increases
- Longevity pay
- 13th check scenario
(See the guide for details.)

ATTRACTION AND RETENTION BENEFITS

- Relocation assistance
- Sign-on or retention bonuses
- Flexible work schedules and work-from-home programs (applicable to the position)
- Employee assistance programs
- Clothing allowance and fuel offset allowances

Workplace environment and culture are important to many candidates today

OUTLINE PROGRAMS YOU MAY HAVE ON:

- Diversity and safety programs
- Having a clear mission statement and business goals



Find out more information.
Visit txltap.org

Strategic Hiring Tips and Processes

You may wish to consider these tips and processes as you formulate your recruiting and hiring strategies.

- Assessing your applicants for key characteristics that will result in a good cultural fit for a new hire making them more likely to stay with your organization
- See the Guide for ideas on how to improve the pool of applicants to have more quality employees apply
- Examining your processes to post and process applications quickly while making sound hiring decisions

Recruiting Strategies

There are many ways you can go about recruiting candidates for your organization. Some ideas are presented in the guide that you may wish to explore if you are not using them already. Examples include:

- Using job posting sites
- Recruiting at local events
- Hosting an open house
- Attending and recruiting at industry events or conferences
- Using social media platforms
- Using professional organization job bulletin boards
- Recruiting at universities, colleges, and trade schools
- Rescreening previous applicants

Be sure to have the most current literature that is professional in appearance and content and easily readable for candidates to digest when recruiting, and dress for the occasion and present yourself in the best professional manner possible.