



## **Business Instructions for On-site Job Fairs/Recruitments**

Thank you for choosing WorkSource Whatcom for your business needs. The following information is provided to make your visit as efficient and productive as possible.

### **Identification Badge:**

1. WorkSource Whatcom staff areas contain information that is subject to and protected by Washington State confidentiality laws. For this reason, and to ensure that you have easy access to the work areas necessary for your recruitment efforts, we ask that you wear the Business Customer Identification Badge at all times and escort customers to and from the Resource Area.

### **Appointment Times:**

2. Please provide the Receptionist with the names and appointment times for all scheduled interviews and the availability of "open" times for drop-in applicants OR provide Reception with instructions to get the applicants to the onsite event.

### **Closing Procedures:**

3. When your recruitment event is complete, please return the Business Customer Identification Badge to the Receptionist.

### **Business Follow Up:**

4. WorkSource Whatcom staff will contact you within 7-10 business days of your recruiting effort to obtain the names of individuals you have hired. WorkSource partners are responsible for meeting performance goals established by the state and federal government. Providing this information to us meet our commitment to helping your business succeed.

Please take a moment to complete a Business Customer Comment Card and let us know how we are doing.