WHAT TO COVER DURING YOUR PRESENTATION

Below is an outline of topics that job seekers typically want to know when learning about a company where they might work.

- Introduction to Your Organization
  - Name of company and patient population you serve
  - You company's mission
  - What makes your company unique?
  - Where are you located – are you accessible to public transportation – Do you offer employee parking or require candidates to have a car?
- How has your organization has been affected by COVID-19?
  - What are you doing to support and protect staff? Protective equipment, hazard pay, and transportation concerns are often raised by job seekers.
- Current hiring needs
  - Role titles – required qualifications/preferred qualifications
    - Starting wages and benefits for these positions
    - What shifts have openings?
    - Options for FT, PT, Per Diem?
  - Hiring practices during COVID-19
    - After the webinar, you will be receiving an email from JVS/MHDB that links you to candidates' resumes. What can candidates expect to happen next?
    - How are interviews conducted while social distancing is in effect?
    - What background checks, assessments, reference checks will you require?
    - Have there have been any changes to hiring requirements or processes due to COVID-19?
  - A closing slide that directs candidates to your website and (if you choose) your contact information

- **PRACTICE:** Write a script for each slide and practice, trim and edit until your presentation falls under 7 minutes.