

ABOUT YOUR COMPANY



WHAT TO COVER DURING YOUR PRESENTATION

Below is a suggested outline of topics to include in your presentation. This list was drawn from our experience fielding questions from job seekers who are looking to join your organization.

- Introduction to Your Organization
 - Name of company and patient population you serve
 - Your 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?
- Update on what COVID precautions your staff is taking
 - How has the patient experience been altered?
 - What is your organization's plans as they relate to staffing up in a post-COVID world?
- Current hiring needs
 - What roles are a high priority for you to fill right now?
 - What qualifications are required/preferred?
 - Explain the starting wages and benefits for these roles
 - What shifts are available? Options for FT, PT, per diem? Any pay differentials for evening, overnight, weekends, and holidays?

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.



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- What roles are appropriate for people new to the healthcare industry?
- What soft/hard skills are most valuable to your organization?
- Some of JVS clients are emerging English speakers. What language level do require of candidates? Are bi-lingual candidates welcome?
- Describe your current hiring process
 - What can candidates expect after applying?
 - How are interviews conducted?
 - What background checks, assessments, reference checks will you require?
 - As the COVID situation changes, do you expect changes to the hiring process?
 - Any tips you can offer for candidates who are applying to your positions?
- A closing slide that directs candidates to your website (career page) and (if you choose) your contact information

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