

# ABOUT YOUR COMPANY



## 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
  - 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?
- Tell us about how COVID is impacting your current operations
  - What protective equipment is required?
  - 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 you require of candidates? Are bilingual 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 and (if you choose) your contact information

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