

# Recruiter's News

Recruiting for the ARS Future!

Issue 1, October 2003

## We're Here For You

**T**he ARS Recruitment Office was established in October 2002 for the purpose of addressing agency-wide recruitment issues, coordinating and identifying recruitment activities in which ARS should participate, and developing appropriate recruitment and marketing strategies to guide ARS recruitment efforts into the future.

The Recruitment Office is staffed with three employees – Cecelia Stortzum, Director; Lisa Collier, Program Analyst; and Chulee "Pin" Harris, Recruitment Program Assistant.

Wonder what we've been doing for the past year...if so, read on. Our contact information is provided at the end of this newsletter.

## Recruiter's Resources

To help our supervisors and managers in their recruitment activities, a major task undertaken by the Recruitment Office staff during our first year was to develop a "Recruiters Resource" web site. Haven't seen or used the site, then you should definitely bookmark it. The web address is:

<http://arsnet.usda.gov/HR/recruiters/index.html>

This site was designed to be a tool for our supervisors and managers and includes information from the point you know you have a position to fill up to the point in the process where your new employee reports for work. There is information on writing position descriptions, advertising positions, identifying the qualifications for your position and your role in defining these criteria, as well as information on conducting recruitment outreach. You'll also find information on what to do with your new employee once you have hired them.

Have ideas for other topics for this site... e-mail Cecelia at [cstortzum@ars.usda.gov](mailto:cstortzum@ars.usda.gov).

## ARS Careers

Another project completed was the creation of an ARS Careers web site –

<http://www.ars.usda.gov/careers/>

On this site, potential applicants can learn about the types of positions we fill in ARS as well as information related to the Federal application process. While most of the information is geared toward outside applicants, our current employees might also find some useful information. For example, we have included two sections – Qualifications and What They Mean and What Are Those KSAs Anyway??? – which can help our own employees understand the application process.

## ARS Jobs List-Serv

As a service for potential job applicants, career services offices, and our own employees, we started the ARS Jobs List-Serv. Subscribers on this list receive a weekly e-mail message which identifies all of the new positions advertised each week. Since the list was started, it has continued to grow. Today, we have over 3,200 subscribers. The good thing about the list-serv is that the subscriber can manage their own subscription – if they no longer wish to be on it, they simply "unsubscribe."

You can sign up for the weekly ARS Jobs e-mail at:

<http://www.ars.usda.gov/Careers/docs.htm?docid=1358>

## Recruitment Materials

The Recruitment Office has a variety of materials available to use for recruiting purposes. These materials include:

- \* ARS Recruitment Kit Folder
- \* REE Recruitment Kit Folder
- \* Your Future Career In ARS Trifold Brochure
- \* ARS Careers Bookmarks
- \* ARS Careers Magnets
- \* Science In Your Shopping Cart
- \* A Scientific Career With The Agricultural Research Service (Program Aid 1490)
- \* The Agricultural Research Service (Program Aid 1502)
- \* One page handouts –
  - C Contacts for Student and Summer Employment
  - C Benefits of Federal Employment
  - C Federal Application Process
  - C Tips for Tackling the Federal Application Process
  - C Subscribe to ARS Jobs List-Serv

If you are planning to participate in a career fair or are attending a professional society meeting, contact the Recruitment Office at least 2 weeks prior to the event and we will ship materials to you.

## Making the Most of Career Fairs

(A reprint of an article from the National Association of Colleges and Employers (NACE) Online Newsletter)

As a recruiter, you know what you need to do at career fairs to attain your company's recruiting goals. But, do you know what students at those schools would like from the employers who attend career fairs? Based on her extensive research of student expectations, Mary Scott, president of Scott Resource Group, offers this advice:

\* Make sure you are able to answer students' questions. Furthermore, you should understand that directing students to the company web site in lieu of providing a response is a "worst practice" of career fair representatives.

\*Although it admittedly creates a redundant process, you should accept students' resumes at career fairs. Students feel that the practice of "forcing" them online is creating the perception that attending career fairs is "a waste of time."

NACE also asked career services practitioners what advice they could provide for recruiters who attend career fairs. Many suggested employers use the career fair as an opportunity to reinforce their company's "high touch" approach to recruiting. Students, they noted, are frustrated with companies that simply refer them to a web site for more information or to submit an application.

Following are some more tips from career services practitioners:

- \* If you are not hiring, let students know that up front. Students appreciate an honest approach.
- \* Be active. Don't sit behind the table. Instead, stand in front of the table and actively engage students.
- \* Treat each student you meet at a career fair as a potential hire. Try to make a positive impression on every student you speak with.
- \* Make young alumni of the school hosting the career fair part of the recruiting team. Students can relate better to alumni, especially young ones who "speak their language" and can tell them about the corporate culture, and how they found and applied for their jobs.
- \* Offer to give a presentation about resumes, cover letters, job-search strategies, etc. during the career fair. This shows your company is interested in developing the student body.

## Contact Information

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