



Job Recruitment & Posting Ideas



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Job Recruitment & Posting Ideas

1

Contents

Investors of Grow Wabash County- Job Portal:	2
WorkOne Support - State Job Portal:.....	2
Indiana Career Connect	2
Northeast Indiana Jobs and Internships – Regional Job Portal.....	3
Handshake – College Students and Alumni Job Portal	3
Facebook Groups – Job Posting Groups.....	3
Paid Local Ads	4
Print Ads – Local.....	4
Business Journal Ad:.....	4
The Paper of Wabash County	4
The Wabash Plain Dealer	4
Radio Ads- Local	4
105.9 The Bash.....	4
95.9 Kiss FM	4
Member of Manchester Alive – Jobs Posted to bi-weekly email:	4
Internship Opportunities - Contacts Information	5
Heartland Career Center.....	5
Manchester University.....	5
Manchester Jr/Sr High School.....	5
Northfield High School	5
Southwood High School.....	5
Wabash High School	5
Downtown Wabash Marketplace Members- Job Portal:	5
Popular Employment Job Portals- Nationally:	5
Alternative Hiring Methods	5
Learn More Center:.....	5
ARC of Wabash County	5
Pathfinders Services.....	6
Hiring Veterans	6
Work Release Program	6
Recommended Checklist of Items	6

Job Recruitment & Posting Ideas

2

Investors of Grow Wabash County- Job Portal:

GWC investors can post job openings into their member portal or request it to be added by their team member. Once published, those open jobs feed into the GWC weekly email blast that reaches 2,286 subscribers and is viewable on the job posting section of the GWC website. Postings can be as simple as a link to the employer's website, or full descriptions and information on how to apply. Job descriptions can be uploaded into the member portal login here: <https://members.growwabashcounty.com/login/> or sent to the team at the email below:

Email: info@growwabashcounty.com.

WorkOne Support - State Job Portal:

The WorkOne Center is the heart of the Indiana Department of Workforce Development. For employers, WorkOne offers a variety of services such as Indiana Career Connect, On-The-Job Training, and Skill-Link. The Wabash County WorkOne office is located at: 277 N Thorne St., Suite 107, Wabash, IN 46992. Questions can also be directed to Mike Reith at mreith@workonene.org.

Indiana Career Connect

Indiana Career Connect (ICC) provides free workforce services and tools to help employers connect with job-ready talent. Employers can create a registered account or access ICC as a guest. Once inside, employers can begin to post available openings and search for best-matched candidates. ICC's website also offers labor market services, such as area labor market summaries. Registered employers are able to: post job orders, search the system's database for candidate résumés and find matches based on qualifications, perform searches using an expanded range of advanced search options, and create automated candidate searches that deliver résumés to your message box, e-mail address, or bot. **Link:** www.indianacareerconnect.com

*By posting to Indiana Career Connect your job postings feed into the new Hoosier Talent Network. The Hoosier Talent Network is a new job matching and career planning site powered by Artificial Intelligence to help employees quickly find the right job and uncover new opportunities. By understanding skills and capabilities, the Hoosier Talent Network is able to unlock job and career opportunities based on the applicant's unique potential. **Link:** <https://www.in.gov/dwd/job-seekers/hoosier-talent-network/>

Job Recruitment & Posting Ideas

3

Northeast Indiana Jobs and Internships – Regional Job Portal

The Northeast Indiana Regional Partnership's mission is to build, market, and sell Northeast Indiana to increase business investment. By using the NE IN Jobs and Internships Portal, employers can recruit talent regionally and nationally for free. Employers can save time by the publishing or unpublishing jobs with the click of a button or importing a custom list of multiple jobs. The portal also offers a [Digital Toolkit](#) for employers that includes tips and resources about using the job portal. You can also post internship opportunities here as well.

Link: <https://neindiana.com/jobs>

Digital Toolkit:

<https://assets.neindiana.com/resources/Northeast Indiana Jobs and Internships Portal Digital Toolkit.pdf>

Handshake – College Students and Alumni Job Portal

Handshake is one of the most trusted college recruiting platforms. Standard Handshake is free to users and allows employers to post jobs, register for events, and attend career fairs. With Handshake Premium, employers can connect with students via campaigns, employer branding, and event check-in, and analytics. Employers can target specific majors or location preferences. On Handshake, employers can create a customized page that informs candidates about your organization, Q&As, and even other employee testimonials. Use this site for Manchester University and other nearby talent coming through local universities.

Link: <https://joinhandshake.com/employers/>

Facebook Groups – Job Posting Groups

Facebook pages offers free job postings for individuals and businesses looking to hire. Most Facebook groups request that job posting must be complete, and requests for direct messages/calls/texts to see a full job description are not allowed. Listings on the page must be for legitimate brick and mortar employment opportunities, no multi-level marketing jobs are allowed.

Wabash Jobs & Employment

Link: <https://www.facebook.com/groups/520472701303294/about/>

Grant County, IN Jobs

Link: <https://www.facebook.com/groups/216001952150315>

Jobs in Kosciusko county And Surrounding Areas

Link: <https://www.facebook.com/groups/731358456909321>

Job Recruitment & Posting Ideas

4

Jobs in Indiana - Work / Employment / Hiring

Link: <https://www.facebook.com/groups/jobs.indiana>

Paid Local Ads

Print Ads – Local

Business Journal Ad:

Employers may purchase employment ads in The Paper of Wabash County's *Business Journal*. The journal is published quarterly. Those interested in an ad should contact The Paper at 260.563.8326 or through email at:

Email: business@thepaperofwabash.com

The Paper of Wabash County

Ads can be purchased from The Paper after completing the form found at:

Link: <https://thepaperofwabash.com/fclassified.php>

The Wabash Plain Dealer

Ads can be purchased from The Wabash Plain Dealer at:

Link: <https://www.wabashplaindealer.com/classifieds/>

Radio Ads- Local

Broadcasted employment opportunities are a great way to reach a wide audience. Local stations include:

105.9 The Bash
(260) 563.1161
contact@1059thebash.com

95.9 Kiss FM
(260) 563.4111 – Call or Text

Member of Manchester Alive – Jobs Posted to bi-weekly email:

For employers that are members of Manchester Alive, the North Manchester Chamber and Main Street organization, they will post job openings on their bi-weekly email newsletter. Members can send job descriptions/questions to:

Email: office@manchesteralive.org

Job Recruitment & Posting Ideas

5

Internship Opportunities - Contacts Information

Heartland Career Center: Brian Evans, bevans@hcc.k12.in.us, 260.563.7481
Manchester University: Kalita Leticia, lnkalita@manchester.edu, 260.982.5025
Manchester Jr/Sr High School: Shelly Leifer, shelly_leifer@mcs.k12.in.us,
260.982.1034
Northfield High School: Kari Johnson, johnsonk@msdwc.k12.in.us, 260.274.0582
Southwood High School: Kari Johnson, johnsonk@msdwc.k12.in.us, 260.274.0582
Wabash High School: Emily Tracy, tracye@apaches.k12.in.us, 260.563.2151

Downtown Wabash Marketplace Members- Job Portal:

The Wabash Marketplace job postings site is available for members of Wabash Marketplace. For information on how your job description can be posted, contact:
Email: info@wabashmarketplace.org

Popular Employment Job Portals- Nationally:

Indeed: <https://www.indeed.com/hire?co=US&hl=en&from=undefined>
Zip Recruiter: <https://www.ziprecruiter.com/post-a-job>
Linkedin: https://www.linkedin.com/talent/post-a-job?trk=flagship_tracker

Alternative Hiring Methods

Learn More Center:

The Learn More Center offers assistance with adult education, High School Equivalency Diploma preparation, gaining U.S. citizenship, learning English as a second language, and college/career preparation. Connect with Learn More Center graduates by contacting:

Email: info@learnmorecenter.org

Phone: 260.330.1082 (Wabash Center) or 260.330.3553 (North Manchester Center).

ARC of Wabash County

ARC of Wabash County is a not-for-profit human service agency that specializes in providing programs and services for individuals with intellectual, developmental, and other disabilities in Wabash County. ARC helps individuals connect with local volunteering, clubs, community events, and more.

Email: arc@arcwabash.org **Phone:** 260.563.8411

Job Recruitment & Posting Ideas

6

Pathfinders Services

Pathfinder Services supports those who face developmental, physical, social, or economic challenges through education, training, community integration, housing, employment services and more.

Email: info@pathfinderservices.org

Phone: 260.356.0500

Hiring Veterans

INvets: INvets is a nonprofit organization that helps veterans connect with Indiana employers and career-building resources.

Link: <https://www.invets.org/for-employers/>

Regional Veterans' Employment Coordinator (RVECs): RVECs engage with local, regional, and national employers and connect them with Federal, state, and local resources to facilitate veterans' employment. Connect with a local coordinator at the link below.

Link: <https://www.dol.gov/agencies/vets/employers/rvec>

Work Release Program

Employers interested in hiring through the work release program should contact Sarah Lochner at slochner@wabashcounty.in.gov

Recommended Checklist of Items

- Create a great job description. Tips & tricks: <https://builtin.com/job-descriptions>
- Create a referral program with current employees. Tips & tricks: <https://builtin.com/recruiting/employee-referral-program>
- Post description to Job Posting Sites
 - Local
 - Regional
 - State
 - National Top Sites
- Marketing Opportunities
 - Print
 - Radio
 - Memberships
- Internships – Recruit Young
 - HS
 - College
- Workforce Training Opportunities and Recruiting
 - WorkOne OJT and Skill Up

Job Recruitment & Posting Ideas

7

- Next Level Jobs
- Grow Wabash County Certification Scholarships