

Suggestions for Filling Open Positions → FAST!



- ✓ Avoid lengthy job titles & write a job description that is concise & clear
- ✓ Determine the best application receiving method that fits your business schedule and needs (ex: online applications may save you time) and use this method for all posting venues
- ✓ Publish wages, expected start date and benefits (think beyond the typical benefits like health insurance, ex: friendly working environment)
- ✓ Hold job fairs for large quantity of open positions (25<)
- ✓ Dedicate 1-2 contacts at your business for receiving resumes, refreshing postings and arranging interviews
- ✓ Require only as much documentation from applicants as you need to determine their qualifications (ex: a cover letter isn't always necessary)
- ✓ Reduce turnover by being honest in the job description (ex: job requires standing for lengthy periods of time)
- ✓ Inform your existing employees about open positions so that they can contact family and friends
- ✓ Post open position(s) through as many venues as possible (see pg. 2)

For more tips and tricks for filling your open positions, contact:

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Job Posting Venues



- Contact your local NCWorks Career Center
 - Formerly known as the Employment Security Commission
 - Post jobs for free on the statewide job-engine tool at NCWorks Online (ncworks.gov)
 - Hold a job fair with their assistance

Contact Information		
NCWorks Career Center – Elizabeth City	422 McArthur Dr. Elizabeth City, NC 27909	252-331-4798
NCWorks Career Center – Dare County	2522 South Croatan Hwy Nags Head, NC 27959	252-480-3500

- Contact Newspapers
 - See pg. 5 for contact information in NWDB Region
- Contact Chambers of Commerce
 - Some Chambers offer members a spot on their webpage for job openings.
 - See pg. 3 for contact information of Chambers in the NWDB region.
- Post positions via:
 - Facebook
 - Post positions for free on a variety of sites.
 - All counties in NWDB region (Camden, Chowan, Currituck, Dare, gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington) have Facebook pages that allow businesses to post for free by registering.
 - Upon logging into Facebook, search for “Chowan County Jobs-NC” (change for your county).
 - There are also numerous online yard sales (ex: “Pasquotank County Online Yard Sale”) where you can post positions.
 - These ads have to be very short so consider the most important details.
 - Craigslist
 - See pg. 4 for suggestions when posting via Craigslist
 - Consider using staffing agencies

Chamber of Commerce Contact Information

NWDB Region

Elizabeth City Chamber	502 East Ehringhaus Street Elizabeth City, NC 27909	(252) 335-4365	http://www.elizabethcitychamber.org/
Currituck Chamber of Commerce	111D Currituck Commercial Drive P.O. Box 937 Moyock, NC 27958	(252) 453-9497	http://www.currituckchamber.org/
Edenton-Chowan Chamber of Commerce	101 West Water Street Edenton, NC 27932	(252) 482-3400 / 800-775-0111	http://edentonchamber.org/
Gates County Chamber of Commerce	PO Box 334 Gatesville, NC 27938	(252) 506-1592	http://www.gatescochamber.com/
Hyde County Chamber of Commerce	20791 US-264 Swanquarter, NC 27885	(252) 926-9171	http://www.hydecountync.gov/links/chamber_of_commerce/index.php
Perquimans County Chamber of Commerce	118 W. Market Street Hertford, NC 27944	(252) 426-5657	Find them on Facebook!
Tyrrell County Chamber of Commerce	PO Box 170 Columbia, NC 27925	(252) 796-1996	http://www.visittyrrellcounty.com/
Washington County Chamber of Commerce	701 Washington Street Plymouth, NC 27962	(252) 793-4804	http://www.chamberofwashingtoncounty.com/

Tips for Posting a Job on Craigslist

Craigslist is proving itself to be a great tool for businesses to fill a variety of positions. In order to find the most qualified candidates in a timely manner, read through this tips:

- **Start with a good headline:** This is what job seekers see first so it should grab their attention. The title is one place on your craigslist ad that using the maximum number of allowed characters is best. You will be surprised at the difference a title can make in the ads performance. Experiment with different titles and track their performance on the same ad.
- **Job Descriptions:** Aim to use bullet points for the primary tasks associated with a position (as opposed to paragraph form). Job-seekers should also see the wage, days/hours of expected work, any available benefits and when they can begin. Post in the right category on Craigslist. This seems obvious, but read through the different ads that are posted within each category. Include basic information about your company and inform potential applicants about any special requirements for the job unless they are commonly known in the profession. Some examples of special conditions you should let potential applicants know about include heavy lifting and exposure to extreme temperatures.
- **Application Procedures:** Be clear and concise about your expectations and the process job-seekers should take in applying. If an online application is available (or sending applications via e-mail), this is best as it is simple and quick for both job seekers and businesses. Craigslist allows the option to make your email anonymous if you want to keep your company name private while you screen applications. However, if you prefer applicants to apply in-person, provide the address and simple directions on how to get there. If you prefer phone calls, be prepared to dedicate one person at your business to take the lead on receiving those.
- **Posting frequency:** Since all listings are posted in reverse chronological order, the newest listings get the most prominence. Be prepared to refresh your posting on a daily basis so that it will have a better chance of appearing on the first page of openings when a job-seeker is searching for positions. Refresh your postings in the morning as opposed to the afternoon or evening. Once a job is posted, returning to the site to make edits or remove the ad isn't difficult, as long as you've saved your confirmation email and/or remember your account information.

NEWSPAPER AND RADIO CONTACTS

Daily Advance (Published daily)

215 S Water Street

Elizabeth City, NC 27909

252-335-0841

www.dailyadvance.com

Chowan Herald (Published Weekly)

421 S. Broad Street

Edenton, NC 27932

252-482-4418

252-335-0841

Perquimans Weekly (Published Weekly)

111 W. Market Street

Hertford, NC 27944

Email & Press release: c.wilson@ncweeklies.com 426-5728

To place ad: same as daily advance

252-426-5728

Coastland Times (Published: Sundays & Wednesdays)

501 Budleigh Street

PO Box 400

Manteo, NC 27954

252-473-2105