

## TIP SHEET: Finding Candidates

From ***Recruiting the Right People*** by **Clark Reed and his associates at Netgain Partners Inc.** (Cultural Careers Council Ontario and Cultural Human Resources Council, 2003).

Whether hiring full-time or part-time, where you look will determine the quantity and quality of applicants.

1. **Confirm how you will fill the position.** Full-time, part-time, temporary, seasonal? Could a student intern or volunteer meet the need?
2. **Mix two or three of these recruiting resources to make your talent search effective.**
  - *Your personal and professional network*  
If, for example, you're hiring a full-time Director of Development, actively seek recommendations from contacts in the cultural and other non-profit sectors. The more people you tell, the more likely you are to attract a pool of candidates from which to choose.
  - *Professional and arts services organizations*  
Advertise on job boards of the most appropriate cultural and non-profit websites, or in arts or other publications.
  - *Colleges , universities and technical schools*  
All educational institutions have job placement services to help graduates.
  - *Employment agencies*  
There's an agency to recruit almost any type of employee, but a major drawback for cash-strapped cultural organizations is the (usually substantial) fees involved. If you go this route, make sure you understand their policies and fees; make sure they have a track record in the cultural community.
  - *Public (government-operated) employment agencies*  
Government job boards can be a good source for administrative, clerical, production and season positions.
  - *Online recruiting*  
Find an online recruiting resource – usually a job board dedicated to non-profit or cultural positions – that has the best access to your ideal candidate.
  - *Mainstream media advertising*  
Print ads are the traditional method of recruiting. You may use local, regional or national newspapers.
3. **Prepare a job posting appropriate to the recruiting method.** Describe the primary roles and responsibilities, the essential skills, education and previous experience. Describe something unique and appealing about your organization. Make sure you do not include references to gender, age or any other discriminatory factor.