



Recruitment Strategies for the Flathead Valley

U.S. National Labor Exchange (USNLx): Post your job listing for free. Job Services in Montana use this site daily to match candidates with positions. MontanaWorks.gov.

Craigslist.org: Fees can range from \$7 to \$75 and may be free in some cases. To find your job posting cost, E-mail craigslist directly billing@craigslist.org.

Indeed.com: Post your job listing for free and sponsor jobs (increases visibility, pay per click) start as low as \$5 a day.

LinkedIn.com: For recruitment, using an Applicant Tracking system (ATS) to advertise for free or at a reduced cost. Share your job posting URL on the company and/or personal site at no additional cost.

Your business Facebook page: Post your job listing at no cost. Also post on Facebook Groups such as [Flathead Valley Jobs & Services](#) and [Employ the Flathead Valley](#) at no cost.

Your business social media accounts are excellent tools to communicate your business needs. The best times to post your job listings are 10:00 AM on Tuesday, Wednesday, and Thursday.

Radio or newspaper ads: for your hiring events. Always be advertising!

Generate more views on your social media postings. Communicate with Job Service Kalispell when you post on your social media sites and we can promote your current hiring needs.

Outside-the-Box Ideas

Sign-On Bonus: for job candidates, long-term or short-term, based on your business seasonality.

Referral Bonus: for existing employees; often based on the duration of the referred person's employment.

Offer an incentive: to your customers for referring a candidate to your organization.

Promote your work environment on social media: such as YouTube. Quality long-term employees research employers as part of their job search.

Job Fairs: can be hosted at your business and at the Job Service Kalispell office to help you focus on qualified candidates and your interview process.

Promote on-site: by posting your job listing in breakrooms, customer restrooms, lobbies, and providing bag stuffers for every customer-facing employee to hand out.

Increase flexibility: to fill staffing gaps, full-time to part-time ratio of job positions.

Incentive for showing up to the interview or hiring event. This requires some [creativity](#), here is one example: Applebee's provided a free appetizer for applicants, "an app for an app." Their target was 10k applicants, the strategy generated 40k applicants.

Provide childcare options: Offer a stipend for childcare, create a co-op with other businesses, or create an in-house childcare facility.

Consider out-sourcing tasks: [Janitorial](#), [Merchandising](#), [Delivery](#), [Accounting](#), [Office Admin](#), [Sales](#)

Create a hybrid remote/office work model: State of Montana [Remote Workforce Toolkit](#)



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Where Else Can I Find Qualified Candidates?



Workforce Development Grant

Hire or retain valuable employees and reduce turn-over costs by providing additional employee benefits, upgrading employee skills, and/or providing employees with required equipment. Reimbursements up to \$5000 for qualified employees.

Contact: [Job Service Kalispell](#)



Work Opportunity Tax Credit

Diversify your workforce through this cost-effective approach to recruiting while also reducing federal business taxes up to \$9600 per eligible employee hired.



Federal Bonding

Increase your talent pool for those hard-to-fill positions with no-fee protection for your business, a win-win for the employers and the candidates.



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Flathead Valley Community College: Contact Cathy Allard careers@fvcc.edu to post job listings at no cost using Handshake. [Getting Started with Handshake](#)

Montana Vocational Rehabilitation: Business Services: Contact Jacob Kuntz, jkuntz3@mt.gov for qualified applicants.

Flathead Industries: Career Connections: Contact Penny Bump, pbump@flatheadindustries.org for qualified applicants.

Samaritan House: Contact Billy Greel, bgreel@samaritanhousemt.com for qualified applicants.

High School Career Centers:

- [Glacier High School:](#) Billie Crawford, crawfordb@sd5.k12.mt.us 406-758-8634
- [Flathead High School:](#) Career Counselor 406-751-3661
- [Columbia Falls High School:](#) Tamara Sundberg, t_sundberg@cfmthschools.net 406-892-6500
- [Whitefish High School:](#) Ross Lingle, lingler@whitefishschools.org 406-862-8600 ext. 242
- [Bigfork High School:](#) Solveig Munson, smunson@bfsd38.org 406-837-7412

Veterans: Promote a veteran-hiring campaign for your organization. [SkillBridge](#). [Work Opportunity Tax Credit \(WOTC\)](#). Contact Job Service Kalispell KalispellJSC@mt.gov 406-758-6200.

Felons: [Federal Bonding Program](#) and [Work Opportunity Tax Credit \(WOTC\)](#). Contact Job Service Kalispell KalispellJSC@mt.gov 406-758-6200.

Local staffing agencies: [LC Staffing](#), [Express Employment](#), and [Spherion](#), fee applies.

Chamber of Commerce, business groups and partnerships: leverage your network.

Non-Profit Development Partnership: [Nonprofit Job Board](#) to post job listings at no cost.

Are You Willing to Train?

Assistance for training workers to meet your needs. Contact Job Service Kalispell KalispellJSC@mt.gov 406-758-6200.

Workforce Connections Across Montana: Connect students with businesses for training opportunities outside the classroom. Post your training opportunities for free.

Montana Registered Apprenticeship (MRA) Programs: Ninety-seven percent of sponsors of registered programs “strongly” recommend the program to others. [Tax credit information](#). Contact Jimmie Rude jrude2@mt.gov 406-214-7941.

Apprenticeship Programs at Flathead Valley Community College. Contact Luke Lavin apprentice@fvcc.edu 406-756-4361.

Best Practices

Develop a competitive recruiting advantage. Pay competitive wages. Promote your work environment, culture, and benefits.

Job Descriptions: Have current and accurate job descriptions.

Job Posting: Keep it simple with required and recommended skills and a competitive wage.

Keep job postings updated and refreshed. Most postings should stay active for 30 days depending on the industry; in general, postings should not exceed 60 days.

Screen applicants daily. Candidates apply to multiple positions and may accept the first offer.

Extend immediate employment offers. Once you identify a qualified candidate stay in close contact with them throughout the hiring process.

Create video content of your business environment to promote on social media.

Utilizing an Applicant Tracking System (ATS): Make sure applications are making their way into the hands of hiring managers.