

MILITARY CANDIDATE SOURCING

Hilton

OPERATION: OPPORTUNITY

OUR MISSION IS YOUR SUCCESS

MILITARY RECRUITER RESPONSIBILITIES

This is a **FREE** service to help source military and veteran applicants.

- 1 Candidate sourcing for up to 10 days.
- 2 Identifies high potential transitioning military, military veterans (with industry experience!), and military spouses.
- 3 External Candidates Only – Review internal and external databases and networks (i.e., CareerBuilder, Talent Community, LinkedIn, Indeed, and military-specific resources).
- 4 E-mail campaign using both emails and in-mails to engage candidates and make them aware of specific job opportunities; encouraging them to apply.
- 5 Post to social media outlets (e.g., LinkedIn).
- 6 Schedule and phone screen a few select high-potential candidates, when possible.
- 7 Re-post to attract military veterans at over 100 additional job boards via ZipRecruiter, when available.
- 8 Refer high-potential candidates to recruiter/HRD.
- 9 Prep high-potential candidates for recruiter/HRD and hiring manager interview.
- 10 Add high-potential candidates to Hilton's military veteran pipeline.

RECRUITER/HRD RESPONSIBILITIES

- 1 Share Intake form or other pertinent info (military@hilton.com).
- 2 Use NEW military friendly pre-screening questions in Taleo, whenever possible
- 3 Please make Hiring Managers aware of Operation: Opportunity and set expectations regarding presenting transitioning military & veterans with relevant experience for interview consideration.
 - a. Hilton-sponsored military recruiting/hiring interactive training is available at www.reinventingmichaelbanks.com.
 - b. Contact military@hilton.com if you need help articulating a skillset with the HM.
- 4 Provide feedback on high-potential candidates shared via LinkedIn or email resumes.
- 5 For each military referral contacted via our active veteran outreach initiative and who submits an application via Taleo, please contact by phone or e-mail to ensure a positive candidate experience.
- 6 Provide feedback to Military@Hilton.com regarding:
 - a. Candidate flow
 - b. When hire is made
 - c. Military Referral applicant disposition (i.e., hired, rejected, referred, pipeline, etc.)