

## How to Contact Jobseekers

The AGC of Iowa Career Center can provide you with candidates in two ways: **Talent Alerts** and **Resume Submittals**. Although both are delivered by email, the approach in contacting these candidates should be customized to directly reflect how you received their information.

Talent Alerts simply notify you of new resumes posted on the AGC of Iowa Career Center by candidates who meet your search criteria - these candidates do not know who is viewing their resume.

Resume Submittals are resumes of candidates who have viewed your job posting and submitted their resume for review in interest of the position - they know you may be contacting them.

A few tips for telling the difference between Talent Alerts and Resume Submittals:

**Talent Alerts** - Passive candidates not aware of your open position

- A Talent Alert is a daily and/or weekly email letting you know of the newest talent on the AGC of Iowa Career Center - in other words, recently posted resumes, which meet your search criteria.
- You are not obligated to respond.
- If you choose to contact the candidate, be sure to include an introduction and contact information.

Example:

Dear Mr. Johnson, My name is John Smith, the hiring manager for ABC Construction. We are currently looking for a heavy equipment operator. I recently viewed your resume posted on the AGC Career Center of Iowa and we are looking for someone with your skills and experience. If you are interested in learning more about this position please contact me. (Follow with your contact information.)

**Resume Submittals** - Active candidates responding directly to your job posting.

A Resume Submittal is an email containing information from a candidate who has submitted their resume to your job opening posted on the AGC of Iowa Career Center.

As a common courtesy, you should contact all of these candidates. A simple email to let them know you received their information and will be in contact only if their skills and qualifications meet the position's criteria.