



# HOLIDAY RECRUITMENT TIPS

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## Help! The Holidays are Coming and We're Short Staffed!!

### Holiday Fliers

This is the time of year where recruiting for the busy fall and holiday season is a priority! Attached to this newsletter you will find a supply of recruitment fliers to assist you with your holiday hiring needs. There is a space on the bottom to stamp your store address, or to type in information

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on how to apply. If you need additional seasonal fliers, please call ext. 4729.

### Ask Your Associates

Remember that your own sales associates are your best alternative to your holiday staffing needs. Speak with your present performers about working additional hours on a temporary basis!

### Referral Program

By now you should have received information about Talbots enhanced bonus referral program "Classic Connections." Remind your associates that successful full time referrals earn them \$250.00 and successful part-time and seasonal temporary referrals earn them

\$100.00. Ask all of your associates, including new hires if they know of anyone that would be interested in joining Talbots for the holiday season. Make the referral program even more fun, by acknowledging all referrals at a store meeting, or by placing the referring associates name on a "Referral Hall of Fame." Enhance the referral program by holding your own in-store contest...the most referrals wins a jar of M&M's, or a gift certificate. Remind associates of the referral program every chance that you get!

### Schools

Post employment opportunities with high schools (hires must be older than 16), universities, community colleges, and business schools. Don't forget to contact parent/teacher organizations. Teachers, students, and parents looking for part-time work are great sources. Take it one step further by visiting these schools and meeting with their representatives.



## Mall Stores

Post information about the opportunities available. Suggest to your management company or landlord that they hang a bulletin board that you can use to post jobs and leave postings at all customer service booths. Find out if your mall is having a recruitment event that you can participate in.

## Organizations

Contact social and professional organizations (i.e., Urban League, Junior League, Jaycees, Newcomers Clubs, YWCA/YMCA, Garden Clubs, Parent Groups, Boys/Girls Clubs, etc.) Look through your yellow pages and find out what organizations are in your market. Call and let them know you are looking for part-time temporary help. Send them fliers, and continue to contact them on a weekly basis.

## Chamber of Commerce

Contact your Chamber of Commerce. They can give you information about the employment situation in your market and refer you to resources in the community.

## Job Fairs

Many local job fairs or career days are free, or charge a small fee. Contact malls, schools and community groups to see if they are planning or would consider planning an event.

## Employment Signing

Check inventories now for your internal employment signs. They should be posted in a visible area in the store (i.e. cash wrap and foyer). Signs can be ordered through supply.

## Other Retailers

NETWORK!!! Shop at other stores and start "planting the seeds" with desirable associates from other retailers. This can be done discreetly by asking them if they know of anyone like themselves who may be looking for an opportunity as a Sales Associate. Also network with other retailers who may not be hiring but may have applications on file of people who are looking.

## Other Talbots Stores

Combine your recruitment efforts. Network with other Talbots stores in your market. See if they may have other candidates who may be better suited for your store.

## A Few Reminders:

All advertising must be approved and placed by your district manager through the Store Recruitment Department. If you need an ad, check the local stores in your market and see if they can share the cost.

*Always check references on all candidates.* If they have no prior work history, ask to speak with teachers, or anyone for whom they

have done volunteer work.

## Just One More Thing

Even as you rush into the holiday season, remember that recruitment is an ongoing process that should be a part of your weekly schedule. It can be more challenging to take the time to recruit and hire during this season more than any other. But just remind yourself, the seasonal help you hire could very well end up extending their employment beyond the holidays...to become a valuable asset to your permanent staff.

Good luck recruiting!



*Talbots is an equal opportunity employer  
dedicated to diversifying its workplace*