

Simple Tips for Recruitment

1. Post your job on APHA CareerMart. Access information and instructions can be found at:

<http://www.doh.wa.gov/hip/documents/wfd/material/APHACareerMart.pdf>

2. Encourage individuals looking for public health jobs in Washington State, to go to APHA CareerMart

<http://www.apha.org/about/careers/careermart> and search on “Washington” to see the range of opportunities here.

3. Post your job on other reputable job search websites. Many are free or low cost. See the following documents for more information.

- Overview of websites - <http://www.doh.wa.gov/hip/documents/wfd/material/WebJobSearch.pdf>
- Comparison table - <http://www.doh.wa.gov/hip/documents/wfd/material/JobWebComparison.pdf>
- Links to many of these sites can be found at: <http://www.doh.wa.gov/hip/wfd/resources/category/RRS.htm>

4. Make your agency's website a more effective recruiting tool by:

- Prominently highlighting the link to employment opportunities, on your agency / organization home page
- On your agency / organization employment web page, in addition to listing any open positions, include the following information:
 - Add a link to APHA CareerMart <http://www.apha.org/about/careers>
 - Add a link to LHJ Map which links to each LHJs web site <http://www.doh.wa.gov/LHJMap/LHJMap.htm>
 - Add a link to DOH employment web page http://www.doh.wa.gov/job_ann.htm
 - Add a link to the PHIP-WFD web page <http://www.doh.wa.gov/hip/wfd/resources/category/RRS.htm>
 - Add text, in HTML or a linked word document, such as: Public health in Washington State is decentralized and includes 35 autonomous county-based local health jurisdictions, the State Department of Health, the State Board of Health and many essential partners. Each agency manages its own recruitment and hiring process. There is no one source for viewing all available positions in public health in Washington State. But we encourage you to search for “Washington” on the APHA CareerMart website <http://www.apha.org/about/careers> and check the other links provided here to find an organization and position in Public Health in Washington State that best suites you.

5. Reach a broader audience by disseminating your job announcements to group such as those on this list.

- Job Posting Connections - <http://www.doh.wa.gov/hip/documents/wfd/material/JobConnections.pdf>