



## **SFL-TAP Hiring Events Requirements Paper**

As of August 19, 2016

### To Request a Customized Hiring Event

- The scheduling of Hiring Events with the SFL-TAP Center are FREE of charge to employers
- The target audience for all Hiring Events are Transitioning Soldiers, Veterans and Military Spouses
- You will receive a response from a SFL-TAP representative within 72 hours from request

#### **The following MUST BE MET to schedule a Hiring Event**

- Minimum of 6-weeks advance notice
- The Hiring Event must be scheduled, hosted, and staffed by the actual employer hiring Transitioning Soldiers, Veterans and Military Spouses
- The employer must to have current and open positions
- The employer must have staff available for on the spot hires
- All approved marketing material will be provided by the employer\*. Examples include:
  - Flyers/brochures/handouts
  - Event banners
  - Event Promotional/swag giveaways

#### **What the SFL-TAP will provide for a scheduled a Hiring Event**

- An adequate sized area based on anticipated attendance to conduct the Hiring Event. We have an auditorium, with 880 people maximum occupancy
- Tables, Chairs, computers, access to Wi-Fi, overhead projector(s), and screens
- Electronic marketing of the Hiring Event\*. Examples include:
  - Posting the hiring event to the SFL-TAP, MCoE, and Fort Benning social media outlets
  - Scrolling marquee of the event date and time on our SFL-TAP Marquee sign
  - Posting of the Hiring Event flyer on the SFL-TAP website
- Assistance with non-electronic marketing i.e. handing out flyers and hanging banners\*

#### **The desired outcomes of this effort are:**

1. Provide a single location for an employer to connect with, target and hire Transitioning Soldiers, Veterans, and Military Spouses.
2. To create and maintain a more streamlined, manageable, and cost effective approach for connecting the Transitioning Soldier, Veterans, Military Spouses, and Employers with employment opportunities.

**\*NOTE: there is no guaranteed audience**