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**Give Me 5: Transitioning Out of 8a
Establish an Excellent Recruiting System**

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Transitioning Out of 8a: Establish an Excellent Recruiting System

Instructor: Tracy Balazs, President
Federal Staffing Resources
dba *FSR*





Women Impacting Public Policy (WIPP) is a nonprofit, membership organization working to increase the economic power and public policy clout of women entrepreneurs by providing essential business skills education, leadership opportunities for business and personal growth, and a seat at the table among policymakers in Washington, D.C.

WIPP was founded in 2001 and is recognized as a national, nonpartisan voice for women business owners, advocating on behalf of its coalition of 4.7 million businesswomen including 78 business organizations. WIPP identifies important trends and opportunities and provides a collaborative model for the public and private sectors to advance the economic empowerment of women.

www.WIPP.org



Give Me 5

- National program from WIPP & American Express OPEN designed to educate women business owners on how to apply for and secure federal procurement opportunities.
- Give Me 5 works to increase the representation of Women Business Owners that win government contracts. We provide accessible business education tools to assist both new and experienced federal contractors.
- Women Business Owners could gain more than \$4 billion in annual revenues if the 5% contracting goal set by Congress was reached.



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Course Instructor

Tracy Balazs

- Pres/CEO: Federal Staffing Resources
- Has worked in the Government contracting space for 11 years with a nationwide presence.
- Prime on 90% of their Gov't work
- Graduated from the 8(a) program in 2013
- Is a Mentor to an 8(a) company through the SBA 8(a) Mentor-Protégé Program



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*“We are pleased to inform you that you have been selected to provided services for.....
period of performance is in 30 days. There are no incumbents.*

Congratulations to those who have received notices that start with the words above. This is fantastic news and yet scary at the same time because there are NO incumbents!

Now what? !



Remember...

Business success depends on recruiting the right talent. Many factors go into successful recruiting: company culture, the ability to source effectively and candidate engagement.



Common mistakes

- Bad hires are expensive-so get it right and for the long term
- They can effect your contract performance and metrics
- It can take up to 2-8 weeks to find a qualified candidate that is EXACTLY what the customer is looking for, so start early!
- Companies leave money on the table when they do not fill timely. Translation: Lost Revenues
- Companies can jeopardize future opportunities if they do not fill as promised in their signed contract.



Things to remember during your search for the Right Fit Qualified Candidate:

- Plan ahead! Before responding to an RFP, be sure you are capable of recruiting for the services you said you can do.
- Do not assume there are incumbents or assume they will stay for the compensation package you can offer.
- Do your Market Research and source for available candidates during the pricing of the contract.
- Start building your database and stay connected to your candidates so you are ready when you get the award letter. ★



Essentials

- Understand your Performance Work Statement (PWS)
- Create the job description to attract the most qualified candidates
- Work with your recruiters/HR Team to determine the offer
 - Know your pay range
 - Know your benefits package
 - Develop a screening process and choose questions to disqualify candidates to narrow the pool
- Know your advertising budget and be selective where you post
- Use the most effective posting sites for your search
- Consider an Applicant Tracking System (ATS) to capture interested candidates and reduce the time-to-hire.



Recruiting elements: Sourcing

Good recruitment comes from the ability to source job seekers well.

The 4 most important sources for job seekers are:

- Company website-your future employees want to know about you.
 - Have a strong career site
 - Post your job openings here and have a portal to receive resumes
- Job boards:
 - CareerBuilder, Monster, Glassdoor, Ladders, Dice....
 - Zip Recruiter- feeds to other job boards
 - Industry specific job boards
 - Check with your Applicant Tracking Software about automatic feeds to job boards
 - Must have a subscription for most



Recruiting elements: Sourcing cont.

Search Engines:

- Indeed, Simply Hired

Social Media:

- LinkedIn, Facebook, Twitter

OFCCP Outreach:

- State Job Board
- Outreach to local agencies with Individuals with Disabilities and Veterans
- Establish relationships with these groups



Passive Sourcing to Active Recruiting

Passive sourcing is when you resume mine or allow people to send in resumes to your job postings.

**Be prepared to have a very specific job posting or you may get less than desirable candidates.

- These resumes may be found in your database
- These resumes may be through 3rd party companies
- These resumes may be from candidates “just looking”
- These resumes may be from candidates getting ready to leave their jobs for something better
- These resumes may be from candidates unemployed

You may get the exact candidate (s) you are looking for!
Great News-now go and recruit them!



Active Recruiting

Active recruiting is seeking out a qualified candidate and convincing them to work for you. You may need to go and FIND these qualified candidates rather than WAITING for them to apply to your ad.

Remember: With a government contract, the statement of work is generally black and white.

- Thoroughly understand their capabilities to qualify them to the PWS first.
- Be prepared to discuss the position to the fullest and ask specific questions based on the PWS for their exact skills.
- Be prepared to discuss wages and benefits since you will most likely have a firm fixed price contract.
- Be prepared to establish a start date and their availability to meet it.
- Be prepared to walk them through the government security process



Compliance

If your company provides goods or services to a Federal agency, receives Federal funds for a construction project, or provides goods or services to another company that supplies a Federal agency or receives construction funds, it may be a “Federal contractor.” The employment practices of Federal contractors must conform to the requirements of certain equal employment opportunity (EEO) laws that apply only to them. Some of these requirements are much like those of other EEO laws, such as Title VII of the Civil Rights Act of 1964, that you may already be familiar with. Other requirements, and the enforcement processes for them, are different and may be new to you.

The EEO laws that apply to Federal contractors are enforced by the Office of Federal Contract Compliance Programs (OFCCP), an agency of the U.S. Department of Labor. OFCCP has developed this brief New Contractors’ Resource Guide to introduce new contractors to their EEO obligations, the enforcement process, and the array of resources OFCCP offers to assist contractors in meeting their obligations.



Department of Labor: OFCCP

OFCCP administers and enforces three legal authorities that require equal employment opportunity: Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212. Taken together, these laws ban discrimination and require Federal contractors and subcontractors to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability or status as a protected veteran.

http://www.dol.gov/ofccp/TAGuides/new_contractors_guide.htm

<http://www.dol.gov/ofccp/regs/compliance/ofccpcomp.htm>

http://www.dol.gov/ofccp/regs/compliance/fccm/FCCM_FINAL_508c.pdf

<http://www.dol.gov/ofccp/regs/compliance/pdf/SBGuide.pdf>



Resources

<http://www.careerbuilder.com>

<http://www.monster.com>

<https://www.ziprecruiter.com>

<http://www.glassdoor.com>

<http://www.theladders.com>

<https://www.dice.com>

<http://www.jobsinlogistics.com>

<http://www.healthcareers.com>

<http://www.engineerjobs.com>

FSR is willing and able to be your recruiting partner. Please contact us for more information regarding our ability to help you staff up for government contracts or for your own team. www.fsrpeople.com



Questions?

Tracy Balazs: Pres/CEO



tbalazs@fsrpeople.com

www.fsrpeople.com





Get Involved!

- Join a policy issue committee and learn how policy can impact your business growth
- Make your voice heard - become a member of our national Instant Impact Advocacy Team
- Participate in our educational series – unlimited opportunities for you and your staff
- Receive weekly policy updates and briefings

1-888-488-WIPP

www.wipp.org

Questions? Contact WIPP Staff

Program & Education Coordinator: Lin Stuart ▪ LStuart@wipp.org ▪ (415) 434-4314

Membership Coordinator: Lynn Bunim ▪ LBunim@wipp.org ▪ (415) 434-4314



Thank You For Participating

Following this call you will receive links to the podcast of this session.

For questions, please contact Lin Stuart at
LStuart@wipp.org

