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Recruitment Commitment

Thank you for selecting ICNC as your staffing partner. ICNC is committed to providing a quality, seamless and effective recruiting experience for all of our businesses. We will make every effort to understand your business needs and hiring requirements. In return, we will need your cooperation, support and feedback during this process.

ICNC Responsibilities

- Review completed job order with employer to ensure understanding;
- Post ad(s) on various job boards, internet based tools and the ICNC website;
- Share weekly job announcements to approximately 70 community based organizations;
- Prescreen candidate resumes;
- Forward qualified resumes to employer for further review;
- Process background and/or credit checks on final candidates as requested (even if ICNC is not involved in your recruitment process);
- Follow up with employer on candidate selection for interviews and hiring status;
- Provide retention support;
- Celebrate your success!

Employer Responsibilities

- Submit a completed Job Order Form for each position;
- Communicate the status of your position regularly, i.e. candidates that were interviewed, candidates hired, position status, etc.
- Provide candidate interview and new hire data to ICNC for funding report purposes using the Recruitment Log;
- Have each new hire complete the Applicant Profile so ICNC can process a background and/or credit check request;
- Offer feedback via a 90-day Employer Satisfaction Survey that would ensure ICNC is providing the services you value most.

All of the forms mentioned above have been sent to you as attachment in this email. If you have any questions, please contact Nancy Kramer, Workforce Development Coordinator at (312) 421-3941 or nancy@industrialcouncil.com.

Cordially,

Priscilla Torrence
Director of Workforce Development