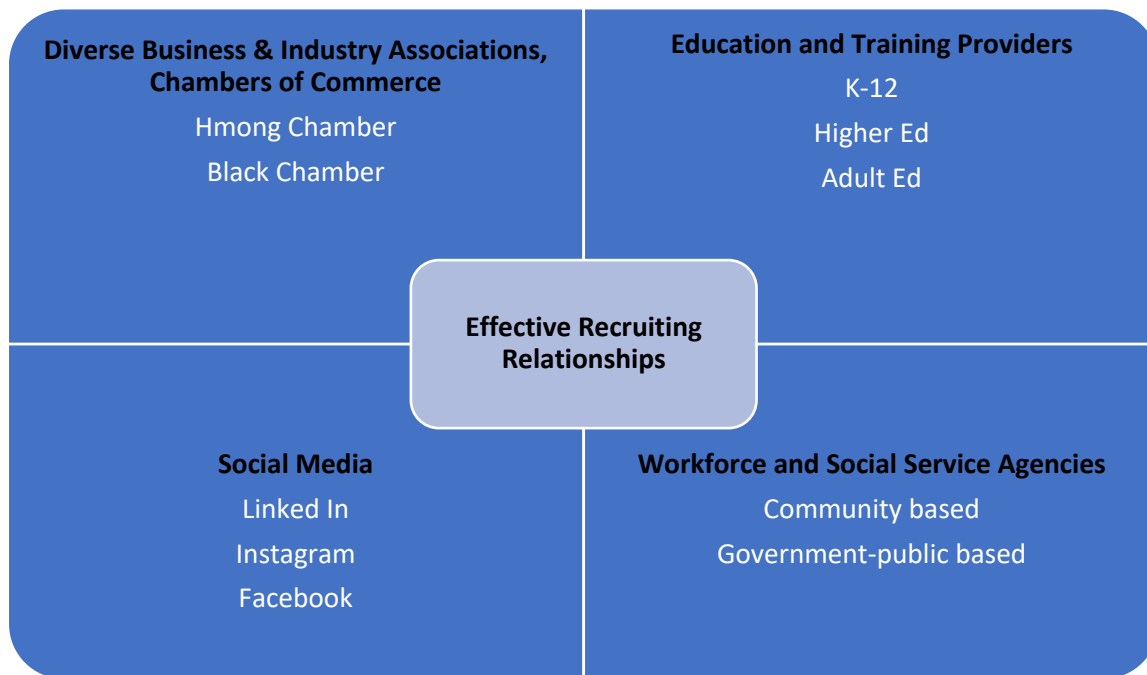**Planning Guide (SHOW NOTES)**

Segment 1

What strengths and tools do you have for building an effective DEI virtual recruitment strategy?

How will you modify your existing DEI recruitment strategies to a virtual environment?

How will you consider first impressions, relationships, and immediacy in your strategy?

Segment 2

CONECTION MAP

Diverse Business & Industry Associations, Chambers of Commerce Hmong Chamber Black Chamber	**Education and Training Providers** K-12 Higher Ed Adult Ed
Effective Recruiting Relationships	
Social Media Linked In Instagram Facebook	**Workforce and Social Service Agencies** Community based Government-public based

List two to three specific organizations or individuals who are currently in your network for each of the quadrants.

Who is missing?

What is your plan to bring new organizations to this network?

What strategies will you deploy to build and maintain the network?

Segment 3

Which virtual tools, systems and platforms do you, along with your collaborators, have at your disposal? Consider benefits and limitations of each.

How will you:

- Generate a wish list with your partner organizations, and form a committee to investigate options. How will you develop your evaluation matrix?

- Which criteria will be given highest priority, based on the strategies you've developed?

- Determine which messages your collaborative – as a whole – will communicate clearly and consistently, across time and events? If new messaging is needed, how will approach this work?

Building on your relationship map:

- While will you include in your core planning team?
- Who will help to promote events?
- What other roles will need to be filled?
- How will you define success?

Identify any specific needs or supports your diverse candidate pools may benefit from, to access virtual recruiting opportunities. Do you have resource providers in your network to fill these gaps? If not – how will you build strategic connections to close gaps?

What types of media are you interested in using to promote your company and your openings? Which do you currently have access to and expertise in? Which will you need support to use and learn effectively?

For positions you'll recruit for virtually: what are the key application/interview/hiring steps, and the timeframes to move through each? For each step, what support are you prepared to provide candidates? Examples: if applications are incomplete, can you provide feedback? Can you connect candidates to informational interviews? Other?