



Connecting job  
ready candidates  
to local employers.

# REFERRAL PORTAL

EmployIndy

## THE PROCESS...

- 1 Community partner confirms candidate is job ready.**
  - Demonstrates dependability, follow through, and professional communication with community partner
  - Seeks full-time employment
  - Has a minimum of a HSE, high school diploma, or GED
  - Shares clear employment goals
  - Communicates relevant **hard skills** and **soft skills**
  - Utilizes a professional and updated resume
  - Has plan in place for addressing challenges, such as childcare or transportation issues
- 2 Community partner submits candidate to the referral portal.**
- 3 EmployIndy recruiter contacts candidate within two business days to schedule phone interview.**
  - Initial contact will be made via text message
  - Candidate must schedule a phone interview
- 4 EmployIndy recruiter conducts a phone interview with candidate.**
  - If candidate is not job ready, EmployIndy recruiter directs the candidate back to community partner for additional coaching; **Community partner can update EmployIndy recruiter once candidate is job ready**
  - If candidate is job ready, EmployIndy recruiter adds them to the active candidate pool
- 5 Candidate is set up in EmployIndy applicant tracking system.**
  - Candidate will be interviewed for specific hiring projects if applicable
  - EmployIndy recruiter will **skill market** the candidate to employer partners based on interests and skill sets
  - Candidate continues to apply for opportunities and alerts EmployIndy recruiter of key applications for skill marketing support
- 6 Community partner continues to work with job ready candidate and updates EmployIndy recruiter if candidate obtains employment and no longer needs services.**
- 7 EmployIndy sends data to community partner each month to share candidate status updates.**

**NOTE:** Submitting a job ready candidate to the referral portal does not guarantee a job offer.

EmployIndy acts as an advocate for community partners that are preparing residents for work. As employers seek talent in the tight labor market, we serve as an additional resource for vetting and referring candidates to employer partners.

## THE DEFINITIONS...

**COMMUNITY PARTNER:** Organization that EmployIndy partners with, including: Adult Basic Education (ABE), Community Development Block Grant (CDBG), Youth Employment System sites (YES Indy), and other partners

**HARD SKILLS:** Specific, teachable abilities that can be defined and measured, such as: typing, writing, math, reading, ability to use software programs, welding, etc.

**SOFT SKILLS:** Valuable skills in any industry or job, such as: self-confidence, perseverance, time management, work ethic, attention to detail, leadership, customer service, etc.

**APPLICANT TRACKING SYSTEM (ATS):** A software that manages the recruiting and hiring process, including job postings and job applications

**SKILL MARKET:** Present job ready candidate to employer partners that find the candidate's skills applicable to hiring needs even without a job opening posted

Contact EmployIndy  
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317.639.4441



## What if I submit a candidate who is not job ready?

EmployIndy recruiter will simply refer the candidate back to you with feedback regarding continued job readiness needs for coaching. This will not adversely impact individual organizations who may have or plan to seek grant funds from EmployIndy.

## Is there a maximum or minimum number of candidates a case manager needs to submit each month?

Unless you have a contract with EmployIndy that outlines a specific number you can submit any client receiving services that you believe is job ready and meets the criteria previously mentioned. Note: Using the referral portal will not impact funding or current or future partnerships with EmployIndy.

## What kind of jobs are available?

Entry-level to corporate-level jobs, including healthcare and life sciences, manufacturing and logistics, construction, technology, and other roles such as customer service and finance that supports these industries.

## Do candidates have to apply for jobs on the EmployIndy job board?

No, EmployIndy recruiter will provide instructions to the candidate regarding which applications to complete on job board if applicable.

## Does EmployIndy place candidates in jobs?

No, EmployIndy acts as a trusted referral source for community partners, employer partners, and job ready candidates. EmployIndy expects candidates to take ownership of their job search and continue applying to positions. EmployIndy recruiters help the candidates get into the door of the employer. Candidates still need to successfully complete the employer's application, interview, and be selected for the job.