



### **How can I submit a recruiting request?**

There are two ways to submit a recruiting request with Industry Recruiter. The first is to submit it via the Industry Recruiter portal (<https://recruiter.industry.co/>); the second is to text HIRE to 916-735-4539.

### **How does pricing work?**

All California Restaurant Association members that are enrolled in the Industry (\$39.99) recruitment platform plan will receive one free interview per month for management or hourly roles. There is an additional cost for each additional qualified interview scheduled by Industry Recruiter. In Sonoma County, Napa County, Marin County, San Francisco County, San Mateo County, Santa Cruz County, Santa Clara County, Contra Costa County, Alameda County, and Solano County the cost for hourly interviews is \$100 per qualified interview and \$300 per management interviews. When submitting a recruiting request California Restaurant Association members must request at least 4 interviews.

### **How long does it take for you to schedule my first interview?**

Timing will vary based on the interest in your available job(s), your location, and your availability. This can happen as soon as the next day or it can take up to two weeks. Rest assured from the moment a recruiting request is made, someone on the Industry Recruiter team starts working on it immediately.

### **How will I be notified when I have an interview?**

A member of the Industry Recruiter team will send you a calendar invitation to notify you of the scheduled interview time. The morning of your interview, a member of the Industry Recruiter team will text you to let you know who has confirmed that they will be attending the interview, and also who did not confirm. If Industry Recruiter tells you that a candidate did not confirm, please expect that candidate will likely not show up.

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### **Will I see the candidate's resume before the interview?**

Industry Recruiter instructs candidates to apply for the job directly via your applicant tracking system prior to the interview. Industry Recruiter requires candidates to send a screenshot of their job application to prove that they have applied online. You should be able to log into your applicant tracking system and view the candidate's information prior to the interview. If you cannot find a candidate's application on your applicant tracking system, please contact Industry Recruiter by email or text so that Industry Recruiter can follow up with the candidate to make sure that their application is submitted.

### **What if my availability for interviewing changes?**

Simply text or email the team at Industry Recruiter your new availability. You can reach the team at Industry Recruiter by emailing them at [hello@industry.co](mailto:hello@industry.co) or by texting the dedicated California Restaurant Association number at 916-735-4539.

### **How does Industry Recruiter confirm interviews and work to prevent no shows?**

When Industry Recruiter schedules an interview time with a candidate, Industry Recruiter makes them agree to a "no show disclosure". The "no show disclosure" states that if the candidate no shows to a job interview, then the candidate will be disqualified from finding future jobs through the Industry Recruiter service.

Additionally, the morning of the candidate's interview, a recruiter gives the candidate a confirmation call and/or text to confirm the interview. If the candidate confirms their interview time with Industry Recruiter, a member of the Industry Recruiter team will reach out to you and let you know to expect the candidate to show up. If the candidate does not respond to Industry Recruiter the morning of their interview, a member of the Industry Recruiter team will reach out to you and let you know that the scheduled interview is likely to be a no show. Industry Recruiter cannot control whether or not the candidate shows up, but will do everything possible to make sure you know what to expect.

### **Do I need to follow up with Industry Recruiter after the interview?**

Yes! Communication is key when working with Industry Recruiter! After the interview, please let the team at Industry Recruiter know how it went. If there was something you did not like about the candidate, please provide constructive feedback to Industry Recruiter so that they can enhance their screening process and tailor it to meet your specific needs and expectations.

### **What happens if I want to hire a candidate?**

You simply follow your normal hiring procedures. Industry Recruiter is paid only to screen candidates to ensure they are qualified for the role, and to schedule the interview(s) for you. If you are interested in hiring a candidate sent through Industry Recruiter, it is your responsibility to make the offer and follow your normal onboarding procedures.