

## **Resources for Recruitment and Selection**

- **Applicant Pro, <https://www.applicantpro.com>**

Applicant Tracking System and Applicant Assessment provider. They provide FREE webinars, even if you do not have their applicant tracking system. Can work with them to create an electronic application and landing page and pay a yearly contract fee OR only \$60 per post. MMIA uses this application system as a pay for post service.

- **ERE Media, <http://www.eredia.com/ere/>**

Online resource for recruitment practices. Offers online articles and free webinars, in addition to paid for training and conferences.

- **Montana Human Rights Bureau, <http://erd.dli.mt.gov/human-rights>**

A Bureau of Montana Department of Labor and Industry-Employment Relations Division. HRB is charged with enforcing certain state and federal laws that prohibit unlawful discrimination. They conduct investigations related to certain types of discrimination. Online resources include information on protected classes in Montana, Administrative Rules, Human Rights Decisions, and more.

- **Montana Municipal Officials Handbook, MSU Local Government Center, Second Edition, 2014.**

Hard copy document covering a number of topics related to municipal governments in MT. Section three (3) offers guidance on Human Resource Management, including recruitment and selection. Contact Local Government Center if you do not have a copy.

- **U.S. Equal Employment Opportunity Commission, <https://www.eeoc.gov>**

Responsible for enforcing federal laws that make it illegal to discriminate against an applicant or employee based on a protected class. They have the authority to investigate charges against employer. Online resource includes access to Federal Laws, articles regarding recent claims and more.

**Prohibited Employment Policies/Practices: <https://www1.eeoc.gov//laws/practices/>**

**Background Checks-What Employers Need to Know:**

**[https://www1.eeoc.gov//eeoc/publications/background\\_checks\\_employers.cfm](https://www1.eeoc.gov//eeoc/publications/background_checks_employers.cfm)**

- **Society for Human Resource Management--SHRM, <https://www.shrm.org>**

Professional Human Resources Association. Provides some free content to non-members and tons of content for paid members. Information includes not only recruitment and selection, but all areas of Human Resource Management.

- **O-Net Online, <https://www.onetonline.org>**

Free online resource for occupation KSAs and salary. Very helpful tool in finding language for Job Descriptions.

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