

Employee sign-up sheet to receive notice of your jobs at their home E-mail addresses.

Attention: Human Resources

Referrals are the number one source for new employees. Hospitality Online wants to assist you in increasing the number of referrals you receive.

Referrals from your existing employees are one of the best sources for candidates. Your current employees know your property and company. They will know which of their friends and acquaintances will be interested in your jobs.

Many of your employees are interested in advancing their careers with you. Do you know which jobs each of your employees are interested in? Why not ask them?

Your employees are typically at home when they talk to their friends. Many employees are self conscious about reading about jobs on the company bulletin board at work. They would prefer to read about your jobs in the comfort of their homes.

Attached is a simple form you can print out and distribute to your employees. When employees submit the form you can log onto your Hospitality Online account. On your home page, in the left hand margin select E-mail Address Book. Then select Add a New Recipient and enter the employees information.

What do you do if many employees turn in their forms at once? If you don't have time to enter the information send (or fax) the forms to us and we will be glad to enter the information for you.

What do you do if employees check off job categories you know they are not qualified for?
CONTACT THE EMPLOYEES TO GET THE STORY.

Recent Example:

At one hotel, the Housekeeping employees checked off all the management and all the hourly job categories. The Human Resources Director knew that many of the employees only spoke a few words of English. When asked, the Executive Housekeeper didn't have an answer. The HR Director then asked some of the Housekeeping employees. Almost all the hourly employees in Housekeeping belonged to the same three churches. Each Sunday the ministers would make public service announcements from the pulpit. Employees wanted to take the list of vacant jobs to their ministers.

Moral of the story? Before she asked the employees, the HR Director was just going to eliminate all job categories except the ones the Human Resources Director thought employees were qualified for.

Results:

Human Resources Director told us she has hired 3 management employees that applied after the announcements were made in churches.