



WORKSHEET

Working with Community Partners: The First Meeting

Here are some examples of what to share in the initial conversation with an agency, and some questions to ask them.

Things to Share

- 1 Describe your employer brand and values:
- 2 Number of employees and size of department:
- 3 Hiring needs:
- 4 Internal programs and development opportunities:
- 5 Benefits:
- 6 Information about union, if applicable:

Questions to Ask

- 1 How do you approach building a talent pipeline for employers?
- 2 Have you worked with organizations in this sector before? Which roles have you placed?
- 3 How can we work together to ensure you maintain relevant industry knowledge to understand our hiring needs?