

UST Job Posting Recommendations for staffing companies, third party recruiters, recruiting agencies and the like...

Please be clear that you are representing your clients, that you are collecting candidates on behalf of them.

[Your company name] has been contacted by a [location] [Industry] company to locate a [permanent or temporary or contract] employee, [Job Title.]

If contract or temp to perm, please explain the parameters & timing, e.g. 6- month position, and the relationship of this hire to your agency.

Please apply through us by [application instructions]. The selected candidate will be an employee of _____ [describe, either you or your employer client.]

If you are an Equal Opportunity Employer, please state that and the specifics.

E.g. _____ does not discriminate on the basis of an applicant's age, race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or status with regard to public assistance.

Real examples:

We currently have an opportunity for temporary [Job Title] for a nonprofit in Minneapolis. In this role, you will perform

If interested and already registered with [name of your company], please give the [your location city] office a call. If you are interested and not registered with [name of your company, please send resumes to _____

OR

Currently recruiting a highly motivated [Job Title] for a well-respected client in Downtown Minneapolis. The right candidate will be...

OR

[Your company name] is seeking an [job title or role] for a six month (approximate) contract with a health/wellness client in Minneapolis.

OR

[Your company name] is currently recruiting for an [job title or role] for one of our [industry] clients in Minneapolis.

OR

Full Time Temp-to-Hire:

You will have the possibility to be hired on by the employer; over 200 [your company name] employees were HIRED by [employer name] within the last year!