Tips for using the Health Workforce Connector

1. **Create a complete and attractive profile directed at potential job candidates**

The HWC profile is a tool for promoting the health center and organization to job candidates. There is space within the HWC profile to describe your site/organization, employment benefits (401K, Health Insurance, Team-Based Care etc.), the location and surrounding area. Consider including links to your website, social media pages or websites that promote tourism or business in your community. An excellent example of a profile is the following site in New Mexico: [Health Workforce Connector - Site Profile Page (hrsa.gov)](http://hrsa.gov).

To develop your site profile for the Health Workforce Connector, enter your BHW profile and select “My Sites” and then the name of the health facility. You will be creating a profile for each site within your organization. In the Site Dashboard, you have the option to “Create Connector Profile.” Follow the steps to add detailed information about your site.
2. Share Job Postings

Starting at the Home Page of your BHW Profile, select “Create New Opportunity.” To make changes to an existing job posting, use the option “Manage Opportunities.” When creating the job description, you can include multiple disciplines or multiple sites. For example, you may be hiring several social workers for different sites within your organization or for a position that could be filled by an MD, DO, NP or PA.
3. **Search and communicate with job candidates**

Select “Search for Candidates” from the Home Page of your BHW Profile. Select the blue box for “Search for Candidates” – **you will need to select this twice**. There is a glitch where the first click will open the main HWC web page, the second time you select the blue box for “Search for Candidates” it will open the search tool. Narrow your search by Primary Care/Mental Health/Dental Health and the discipline’s you are hiring for. Review the results and select the job candidate name to learn more about them (resume, languages, location, contact information).