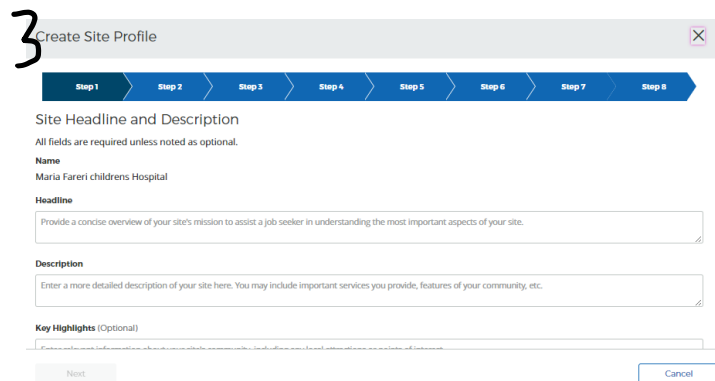
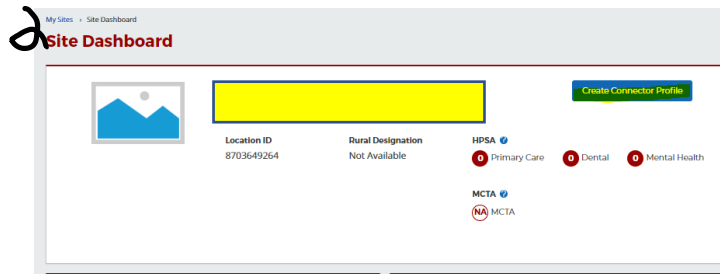
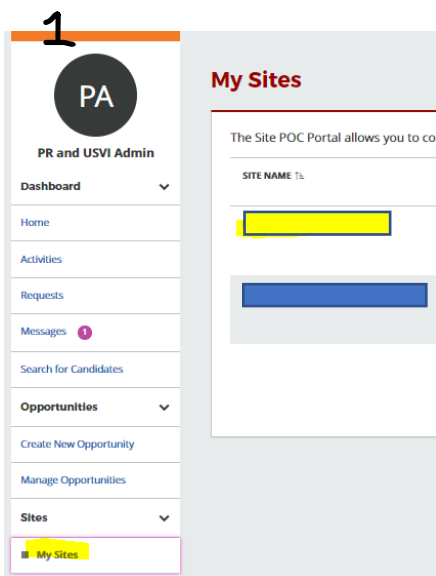


Tips for using the Health Workforce Connector

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 \(hrsa.gov\)](https://hrsa.gov/Health-Workforce-Connector-Site-Profile-Page).

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.

The image shows a two-part interface. On the left, a sidebar menu is labeled with a large number '1'. It contains the following items: Dashboard (with a dropdown arrow), Home (highlighted with a pink border), Activities, Requests, Messages (with a notification badge '1'), Search for Candidates, Opportunities (with a dropdown arrow), Create New Opportunity (highlighted in yellow), Manage Opportunities (highlighted in yellow), Sites (with a dropdown arrow), My Sites, Manage Site POCs, and Create New Site. On the right, the main content area is labeled with a large number '2' and has a header 'Create New Opportunity'. Below the header, there is a 'Details' section with the text 'All fields are required unless noted as optional.' and 'Post both jobs or training opportunities to attract providers, students, residents, and other trainees.' The form includes several dropdown menus: 'Opportunity Type' (with a 'Select Type' placeholder), 'Work Schedule' (with a 'Select Schedule' placeholder and a blue checkmark icon), 'Program Duration' (with a 'Select Program Duration' placeholder), 'Discipline' (with a 'Select a Discipline' placeholder), and 'Specialty (Optional)' (with a 'Select a Specialty' placeholder and a blue plus icon). There is also a '+ Add another discipline' link with a blue checkmark icon. Below these is a 'Location' section with a '+ Select Site Location(s)' link. At the bottom is a 'Description' section with a rich text editor toolbar (containing icons for Bold, Italic, and a list icon) and the text 'Please enter the description for the opportunity you are looking to fill. You can copy and paste your existing job description or write a new one here. Try to be informative and descriptive in your job description.' The editor area is currently empty.

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).

