Company Checklist

1. Log into or register in SACCentral
   a. Each recruiter needs to complete a profile
   b. Review resume book. Feel free to contact candidates in advance.
   c. Post available jobs to the job board

2. Beginning four weeks prior to each event, we share a weekly candidate report. This report lists all currently registered candidates and includes interest in advanced education as well as an email list. We recommend using this report to contact candidates in advance to:
   a. Share materials
   b. Set up interviews
   c. Send email blasts inviting candidates to your webinar and/or booth
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3. Virtual SACC set-up
   a. **Please send list of recruiters with email addresses no later than the day prior to training.**
   b. Accept Slack invitation to virtual SACC (will be sent the morning of the training)
   c. Follow along to set up your Slack profile during the Event Training
   d. Complete profile to include photo
   e. Display name should be configured as follows:
      Jennifer Doe USAFA '00 - **Recruiter** (Acme Company) or
      Jennifer Doe Air Force Veteran – **Recruiter** (Acme Company)

4. During the virtual SACC
   a. You can search for a candidate in the search bar (top of page) to contact them directly.
   b. If you have multiple recruiters on your team, consider having one monitor and triage the channel chat.
   c. Be patient. Candidates may be chatting with another recruiter and will respond as soon as they are able.
   d. Feel free to post messages in the **#-main-lobby channel.** Please limit to one message per hour.
   e. First contact with a candidate should be via chat rather than a direct call or VTC – unless previously scheduled.
   f. Video calls can be initiated in Slack by selecting "call" on a candidate's profile. Please advise candidate you are making a call as your company/recruiter info does not display on their side.