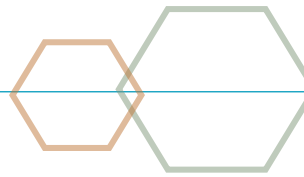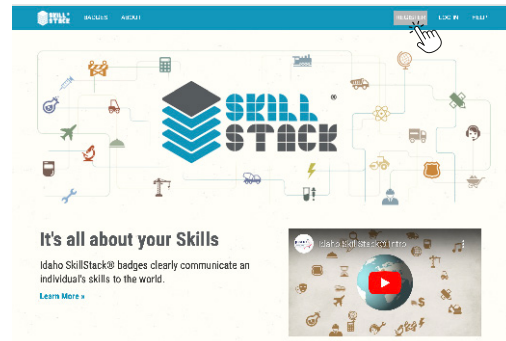# Your search for qualified candidates is over.

SkillStack® Recruit is a free, robust database that allows employers like you to find employees with specific skills aligned with the jobs you're trying to fill. Once you've found qualified candidates, invite them to apply or learn more about your company—right from SkillStack®.

Here's how to get started:

Register

- Go to skillstack.idaho.gov.
- In the upper right-hand corner of the page, click **Register**.
- From the pop-up window, click on the **Employer** button.
- Complete the required fields with your company's information. Please note this information will be used to send recruiting emails.
- Click **Submit**. Your account will be pending approval until we verify your account. Watch for an email from skillstack@cte.idaho.gov.
- In the meantime, you can become familiar with microcredentials that fit your hiring needs by going to **Badges** in the upper left-hand corner.

It's all about your Skills
Idaho SkillStack® badges clearly communicate an individual's skills to the world.

Learn More »

Search

- Once your account is approved, go to skillstack.idaho.gov.
- In the upper right-hand corner, click **Log in** and enter your username and password.
- In the upper left-hand corner, click **Recruit**.
- To find candidates:
  - » First, use the checkboxes to choose which region(s) you want to search within.
  - » Use the search box to search for specific badges or select career fields by clicking on the box in the **Selected** column. Click on the triangles to narrow your search and identify individuals who have demonstrated specific skills.
  - » If you only want candidates with a particular badge, select one at a time. For a broader search, you can select multiple badges and anyone that has earned one of those badges will be selected.
- As you select badges, **Unique Recipients** will update to show the number of qualified candidates. You can refine your Unique Recipients by specifying the **time frame** when digital badges were earned.

Recruit

- Review the pre-populated email message.
  - » To update your contact information, click on **Hello <YOUR USERNAME>!** in the upper right-hand corner.
  - » Edit information as needed and click **Update**.
- Customize your message by clicking on the **– or +** buttons to the left of the message.
- Click on **Send a Test Email** to verify the content and format of the email (optional).
- When you're happy with the message, click **Send Email**.
- You can also track how many emails were sent over time and to how many candidates (**Targets**).

Looking for more qualified candidates?

Then search for candidates who earned the Workforce Readiness and Career Technical Education (CTE) Diploma (under Career Development using SkillStack® Recruit).

Idaho's Workforce Readiness and CTE Diploma shows that students are ready for college and career.

The diploma helps employers:

✓ Find qualified candidates for their most hard-to-fill positions.

✓ Reduce the time and money invested in training new employees.

✓ Identify candidates with the skills necessary to succeed in the workplace.

The diploma helps students:

- Prepare for both college and careers.
- Earn college credits while still in high school.
- Explore Idaho's high-skill, in-demand occupations.
- Gain practical, real-world working experience.
- Earn employer-recognized certifications and microcredentials.
- Develop and articulate valuable technical and employability skills sought by employers.
- Enter the world after graduation confident in their ability to meet their employer's needs.

High school students who complete a CTE pathway are eligible for the Workforce Readiness and CTE Diploma if they:
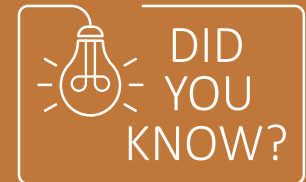
1 Pass the state-approved **Technical Skills Assessment**.

2 Pass the state-approved **Workplace Readiness Assessment**.

3 **Earn all pathway microcredentials** within SkillStack® or an approved industry certification.

DID YOU KNOW?

WHAT IS A CTE PATHWAY?
A pathway is a series of courses culminating in a capstone course.

WHAT IS A CAPSTONE COURSE?
A capstone course is the final class in a program of study designed to integrate and apply the knowledge and skills acquired throughout the academic journey.

Questions? Email skillstack@cte.idaho.gov or call 208-429-5508.