To:	DEW Regional Managers
From:	Diana Goldwire, AED – Employment Services
Subject:	**Hot Jobs Flyer**
Date:	June 28, 2024

The Hot Jobs Flyer promotes "hot jobs"—recent, in-demand job postings listed in SC Works Online Services (SCWOS). Regional managers should exclusively use their designated Hot Jobs flyer template found in SCWOS under Staff Online Resources.

The template is locked to the fillable fields in each row under the table's column headings—Job Order #, Position, Location, Education, and Pay Range. Regional managers must ensure that the jobs listed on the flyer match the job order information in SCWOS.

Best Practices

Each regional manager should list the most appropriate and relevant jobs in their area for their Hot Jobs flyer and collaborate with partner programs as appropriate. Best practices include the following:

- ✓ Issue the flyer weekly.
- ✓ Choose jobs in different cities/counties within the area if possible.
- ✓ List jobs that were posted within the last seven days.
- ✓ List job orders with a need to fill the vacancy as soon as possible.
- ✓ List job orders with zero referrals.
- ✓ Include job orders associated with job fairs and/or relevant events, such as Rapid Response events.

- ✓ Include a variety of industries.
- ✓ Include jobs identified in top industries from labor market research.
- ✓ Avoid listing multiple jobs from the same company.

Local areas should disseminate the hot jobs flyers through a variety of methods, based on the best ways to reach customers in their areas. Dissemination methods may include promoting the flyer on the local area's website and through social media, printing it for display in comprehensive and affiliated centers, and/or other methods.

Template Use Guide

- Each default template contains 15 rows for each hot job flyer, but rows may be deleted.
- Avoid entering more than two lines of text in each fillable cell. More than two lines of text will not print to the final document.
- When publishing the flyer electronically (such as on a website), convert the completed template into PDF form for a consistent and professional appearance.

Questions may be directed to WorkforcePolicy@dew.sc.gov.