




Hosting a Job Fair

Grant County Public Library



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Select Date & Time

- Mid-week
- 4 hour time block
- Mid-Afternoon

Planning

4-6 months prior



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Business List



- Local Businesses/Chamber of Commerce
- Gas Stations
- Restaurants
- Grocery Stores
- Manufacturing
- Medical/Nursing Homes
- Energy Companies/Utilities
- School Districts
- Businesses in neighbouring cities
- KY Career Center



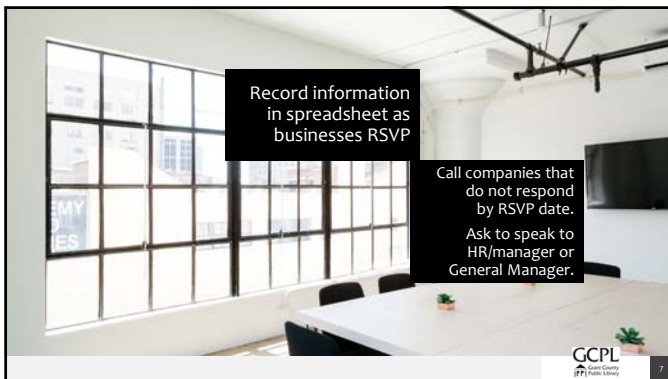
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Create Business Spreadsheet

- Company
- Contact Name
- Email
- Phone Number
- Other



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Advertise

flyers, newsletter, newspaper, website, Facebook, etc...

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In-House Promotions

- May wish to have resume writing workshops
- Create a display of resume/interview books.

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Create Handouts

- Create a Thank You letter printed on cardstock to give to representatives on the day of the event. Have a map or guide identifying the location of business booths.
- Prepare a guide/map for patrons to locate businesses in the library.
- Create a paper survey to give to patrons when they leave the fair (Have a prize drawing for those who complete the survey – gas gift card.)
 - Was the event helpful to them
 - Would they recommend a future fair to someone
 - What did they like about the event
 - How could the event be improved

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Job Fair September 17, 2018 1-5 p.m.

PeopleReady	ABC Staffing	Green	Personal Care Assistant	Wal-Mart
Castillo	Grant County Schools	Holland Roofing	TJ. Elmer's	Green Point Electric Company
West Marine	UPS	Amazon	A&A Resources in Everett	
Washco Career Center	Northwest Kentucky Youth Development	Great Center	PRFA	Washco Mutual Group

The GCPL would like to thank all the businesses who made this event possible.

September 15, 2018

Business Representatives,

On behalf of the library staff, I would like to thank you for coming today. Your valued support helps advance the education and the workforce development in our community. Your contribution is invaluable to our patrons and to the citizens of Grant County.

Please, refer to the color-coded guide on the back of this card to find the area where your table is located.

Once again, thank you for your efforts to ensure the success of our event. We sincerely appreciate your time and generosity.


Best regards,

Michelle R. Walker
Public Services Librarian
Grant County Public Library


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Week Prior to Event

- Send email reminder.
- Ask if they have any questions or concerns.
- Ask if they will need assistance unloading.
- Provide instructions:
 - ❖ Where to park and/or unload
 - ❖ When to arrive
 - ❖ Location of entrance
 - ❖ Name of person assigned to cover the registration table.

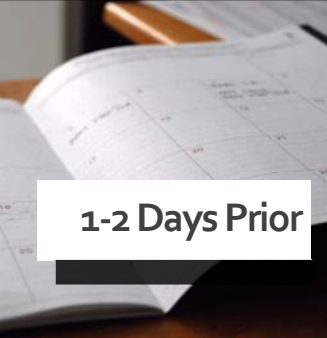


Preparing
One Week Prior




Week of Event

- Email as a final reminder, in case someone has to cancel. Ask them to contact you if they have any questions or concerns.
- Print all handouts/guides/maps/surveys
- Print registration sheet for representatives (good to have record of everyone that actually participates.)
- Be prepared to have representatives show up that have not RSVP'd or returned any of your calls or emails.



1-2 Days Prior




Event Day




- Set up booths with tables and chairs.
- Set up registration table.
- Make sure staff and volunteers are present at their stations and informed of all procedures.
- Throughout event, make light refreshments available to representatives.
- Visit all booths. Ask for business cards.
- Take Photos of each booth.



Thank You



- Mail thank you letters. Include a photo from the fair, & if using, a paper survey and a self-addressed stamped envelope.
- In addition, send a thank you email to representatives and library staff include a link to the electronic survey.
<https://www.surveymonkey.com/r/H8YEXGX>
- Send Thank You Note/gift to volunteers.





Contact Information

- Melissa Wallace
- Grant County Public Library
- 859-824-2080
- m.Wallace@grantlib.org

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COMMUNITY PARTNERSHIP

Public Library	Kentucky Career Center	Local Employers
<ul style="list-style-type: none"> • Opportunity to increase gate counts and number of Library cardholders • Exposure to the business community • Better awareness of non-traditional Library resources • Great accountability with tax paying community 	<ul style="list-style-type: none"> • Large free gathering space with access to free Wi-Fi • Assistance with publicity to draw broader range of candidates available for hire • Help with organization of event • Exposure to Kentucky Career Center Resources as opposed to "Unemployment Office" 	<ul style="list-style-type: none"> • Access to diverse candidate base in one setting • Exposure to new consumers • Opportunity to network with both peers and competition • Time Saver




DEVELOP RELATIONSHIP WITH KENTUCKY CAREER CENTER

- Meet Job Fair Committee (Composed of Career Center Partners)
- How many Job Fairs are held annually?
- Are there specific needs in your community? (Healthcare, IT, Manufacturing, Horse Industry, Construction)
- Determine facility requirements (# of tables, chairs, parking spaces, hours available)
- Take Job Fair Committee on tour of your Library space



KEY DETAILS

- Establish date for future Job Fair and book Library space(s) required
- Specify all time elements including: Time for access to space to set-up, time for employers to arrive, time set aside for veterans only, **PUBLIC TIME FOR JOB FAIR**
- Establish the number of employers that can attend event (allow 2 people per standard table) Do not overbook your space.
- Create timeline for months leading up to Job Fair & Event Day





SPACES TO CONSIDER



JOB FAIR SPACE

Holds rows of tables for employers, relevant community organizations & Library



COACHING SESSIONS

Need either a large room with small individual tables to allow people to talk privately in one-on-one conversations or several small study rooms to serve the same purpose.



EMPLOYER LUNCH

Need a room with large countertop space to hold lunches and drinks; tables and chairs for people to sit and eat together





JILL BROWN CHAIR, NKY JOB FAIR COMMITTEE

KEY LIAISON FOR THE NKY CAREER CENTER

Directs responsibilities for each committee member:

1. Staff member who coordinates all contact with employers
2. Multiple Staff who help set-up, work and close down Job Fair
3. Staff member who coordinates radio, press releases for Job Fair
4. Staff member who coordinates sponsor and employer lunch





NATALIE RUPPERT MANAGER, WORK FORCE DEVELOPMENT FOR KCPL

KEY CONTACT FOR JOB FAIR AT KCPL

Coordinates all Library involvement in Job Fair:

- Ensures that all Library space is reserved for event.
- Plans for parking based on additional Library events.
- Coordinate Public Relations needs between Library & KYCC.
- Alerts all building staff for Job Fair needs, minimizes disruption for non-Job Fair Library patrons.
- Serves as point person on day of event and chief problem solver.




OPTIONAL ITEMS TO CONSIDER

Navigating the Job Fair Pre-Coaching Sessions:

- Can include 6-10 Career Coaches based on size of job fair
- Distribute advance information on employers in attendance
- Coaching information on how participants can benefit most from Job Fair

LinkedIn Photo Sessions:

- Supply staff photographer to take head shots of job seekers
- Kentucky Career Center will donate flash drives to store photos for job seekers

DAY OF EVENT

- Kentucky Career Center staff have several tables at either entrance to Library or entrance to Job Fair
- Initially KYCC staff check-in all employers 1 to 1 ½ hours before Job Fair starts
- Later check-in all job seekers individually either on I-Pads or with paper forms
- KYCC is responsible for tracking the number of job seekers who attend and ultimately the number who find employment through Job Fair
- Library should have a table near KYCC to promote Library programs and cards
- Library Liaison should walk around and welcome employers throughout day, resolve any issues that arise throughout event.



FOLLOW UP

Follow-up with Kentucky Career Center to find out # of people who find jobs at Job Fair. (Survey to Employers)

For publicity purposes, best to have own Library staff take photos and post to social media sites.

KCPL does not allow for-profit colleges to have booths at our Job Fairs.

Meet with Job Fair Committee post event for evaluation & feedback. Ask to be on calendar for another Job Fair. Thank everyone for opportunity!



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KCPL JOB SEARCH CENTRAL SITE
<https://www.kentonlibrary.org/job-search-central>