



On-Site Job Fairs & Recruitment Instructions

Staff Actions: Check Business Customer in at Reception.

- A. Provide the Business Customer Identifier/Tag.
- B. Provide a Business Services Folder (if they are a new customer) or Business Card for the Business Liaison scheduling the event, and fliers for any current business events provided through the WorkSource partnership.
- C. Give them a copy of **Business Instructions for On-site Job Fairs/Recruitments**.
- D. Ask them to provide a list of names and interview times for scheduled interviews and any "open interview slots" to reception to maintain OR instructions for getting applicants to their onsite event.
- E. They will be escorted to the space they have reserved. Before they leave, the completed interview lists and data entry forms will be returned to reception to go to the staff person who arranged the event, or designated staff.

Job Seeker Actions: Check in at Reception.

- A. When interviewees check in at Reception, they will complete an Applicant Data Form to be retained at Reception with the sign in sheets.
- B. Applicants may be given an application for that business to complete before the interview, if appropriate.

Business Customer Actions: Check in at Reception.

- A. Get a Business Customer Identifier/Tag and an instruction sheet for events/facility use.
- B. Provide a list of scheduled interviewees and any available times to Reception. A copy of this schedule will remain with WorkSource OR provide Reception with instructions to get the applicants to the onsite event.
- C. When using space that is not part of the public area of the building, Business Representatives will escort interviewees to and from those areas.
- D. When the event is completed, the Business Customer Identifier/Tag will be returned to Reception.

What happens next?

- A. Completed applicant data sheets or interview lists will go to the identified Business Liaison for tracking customer flow/hire information.