

Job Fair

When one faces unemployment or loses a job, it can be stressful to search for a new position. Job fairs can be extremely helpful in this situation as they allow prospective employers to meet with qualified candidates. A job fair also allows job seekers to survey job opportunities and meet with various companies in one day.

PROJECT DETAILS

Steps

1. Decide on the type of job fair you want to hold. Will it be a specific job type? e.g. nursing or teaching? Will it be open to fresh graduates seeking entry-level positions?
2. Decide on the “when” and “where” of the job fair. Allow sufficient time to publicize the event. You will need a location with plenty of room for prospective employers, tables, and chairs.
3. Gather a team of volunteers to organize the job fair. Find two or three people connected to different job fields to contact employers you want to invite. Have another team of people to gather resources for the fair, e.g. table and chairs, interview handouts.
4. Register companies for the fair. Allow them to contact you through phone or e-mail to register. Do this as soon as possible, as it helps with advertising for your fair to provide information on prospective employers.
5. Get word out about the job fair. Advertise at the local unemployment offices, community colleges, local newspapers, career counselors, or even the post office bulletin board.
6. Confirm with employers at least two weeks before the fair to finalize details of the fair.
7. On the day of the fair, have a few greeters at the door to welcome job seekers. Consider providing light refreshments.

Tips

- You may want to co-host the job fair with the local Department of Labor or Career Center.
- Consider setting up a prayer request box.
- When seeking employers, make targeted choices appropriate for your job fair. For example, if you are holding a fair for retail positions, contact local retail store managers.
- When advertising, list reputable companies that will be present at the fair to help attract candidates.
- Also when advertising, include information about attire and/or suggested documents to bring (e.g. “Dress to impress and bring copies of your resume).

Resources

- [Directory of State Unemployment Services](#)

Stories

- [Church in Charleston, MO hosts Career Fair](#)