

Career Fair Options

1. Decision on what counties will be involved?
 - Individual county
 - Cluster counties
 - Cross-system within county
 - Participate in a local job fair

2. Who is your target audience? Who should attend?
 - Local colleges
 - Local residents off at college that come home for breaks
 - Community
 - Students
 - Change in career

3. When – selection of date and time based on audience
 - Audience
 - College students
 - Career change
 - Time frame
 - Two-hour span between 4 p.m. - 9 p.m.
 - Lunch hour

4. Types of Venues
 - County agency open house
 - Campus of local college
 - Community rooms
 - Fire Halls
 - Church Halls
 - Training Program rooms
 - Service clubs/organizations
 - County locations
 - Regional location

5. Who should attend from county and key stakeholders?
 - Staff worker (wear a sweatshirt or cap of college attended)
 - Supervisors
 - Administrators
 - Agency solicitor
 - County Human Resources
 - Civil Service
 - Judge
 - Family member present that went through the system/services
 - Training Program Regional Team Member

6. What do I take along?

- Laptop
- Civil service CD
- Civil service application
- Civil service website
- Human Resource benefits
- Trinket with county name
- County job application
- Overview of county agency to include mission statement (**sample**)
- Agency flyer
- Training Program brochure (caseworker and supervisor)
- Business cards
- Referrals
- Flyer from R & R committee
- Child abuse stats or stories that worker would work with
- Child Abuse Report on CD

7. How to set up a display?

- Table drape
- Creativity within agency
- Pictures of children
- Pictures of families
- Pictures of your staff at work

8. Food/Refreshments

- soda and munches
- explore connections that might pay
- some agency's maybe able to buy and others may have their staff make refreshments

9. How to advertise or market

- Flyer to email (**sample flyer to include casual attire**)
- Mail
- Local newspaper (**sample of news ad/job fair**)
- Browse local college websites to send to department heads a memo (**template of memo**)
- Market Social Work, Criminal Justice, Sociology, and Psychology Departments and invite professors
- College newspaper
- Career development/service officers at colleges
- Township newspaper for free
- Distribute flyers in the community
- County website
- Local cable channels
- Public TV
- Local ABC, NBC, CBS TV stations