

Career Fair Options Time Line

Steps	Idea	Task	Person Assigned	Due Date
1. Counties Involved	Individual County	Committee determine who will be participating from their county		
	Cluster Counties	Committee determine which counties will be participating		
	Cross-System within County	Committee determine who the Cross-System partners would be participating		
	Participate in a local job fair	Committee determine who will research local job fairs		
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			

Career Fair Options Time Line

Steps	Idea	Task	Person Assigned	Due Date
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			

Career Fair Options Time Line

Steps	Idea	Task	Person Assigned	Due Date
	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			

Career Fair Options Time Line

Steps	Idea	Task	Person Assigned	Due Date
	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)			

Career Fair Options Time Line

Steps	Idea	Task	Person Assigned	Due Date
	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			