



How to Host a Job Fair at Your Library

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Why have a job fair at your library?

Purpose and Value of Hosting a Job Fair at Your Library



Community Engagement and Inclusion

Support for Job Seekers

Workforce Development

Available Technology

Planning a job fair at your library

Reserving Space and Determining Organizational Capacity



Assess Space Needs

Planning Layout and Accessibility

Determine Organizational Capacity

Logistical Considerations

Designing an Effective Event Layout



Strategic Table Placement

Clear Signage and Navigation

Accessibility and Comfort

Lighting and Noise Management

Networking a job fair at your library

Outreach to Organizations and Partnership Development



Early and Targeted Outreach

Clear and Detailed Communication

Ongoing Engagement and Follow-up

What other career resources in the community are available?

Organizing a job fair at your library

Creating an Organization Registration Process



User-Friendly Registration Forms

Centralized Information Management

Automated Communication

Inclusivity and Planning

Pre-Event Email Communication with Organizations



Comprehensive Event Details

Venue Familiarization

Preparation Recommendations

Supportive Communication

Promoting a job fair at your library

Promotion and Community Outreach Strategy

Multi-Channel Marketing

Targeted Communication

Partnerships with Local Media

Consistent Messaging



Staffing a job fair at your library

Developing a Comprehensive Staffing Plan



Diverse Staff Roles

Pre-event Training Importance

Effective Communication Tools

Central Command and Flexibility

Internal Staff Coordination and Managing Crowds



Proactive Staffing

Cross Departmental Communication

Crowd Management Strategies

Staff Preparedness and Support

Bonus Strategies and Post-Event Feedback

Engagement Activities

Giveaways

Post-Event Feedback



Community Job Fair

Looking for a job? We can help.

- 30 area employment resources
- Enter for a chance to win a Chromebook!

Monday
Feb 20

5:30 – 7:30 pm

Part of the Get that Job! series
champaign.org/career



Thank you!

Please feel free to ask me any questions!

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