

# MAKING THE MOST OF THE 2013 DIVERSITY WORKS JOB FAIR

*Geared for individuals with disAbilities*

## Helpful tips for your company

### Before the job fair:

- Identify your organization's employment needs. Be sure to include information on internships, job shadowing and on-the-job training if available.
- Prepare job descriptions. Visit [www.askjan.org/](http://www.askjan.org/) or [www.foremployers.com](http://www.foremployers.com) for help. Bring plenty of copies of your job descriptions and job applications. Remember – some job fairs will have more than 300 job seekers.
- Also pack flyers, business cards and promotional materials.
- Develop some questions to ask job seekers.
- Establish objectives. For example, your goal could be to schedule five interviews in the next two weeks.
- Contact your business associates and colleagues across Louisiana and encourage them to participate in the job fairs in other cities.
- Be sure to send representatives who really understand your business needs.

### On the day of the job fair:

- Dress in the manner expected at your business.
- Arrive at least 30 minutes prior to the start time to get the best table available.
- Check in with the job fair staff.
- Set up your materials so job seekers can easily see and access them.
- Display a list of current job opening and job titles.

### During the job fair:

- Stand in front of your table to greet job seekers.
- Offer job descriptions and applications – knowledge of your business helps build relationships with potential employees and consumers.
- Distribute applications and hiring procedures.
- Take the time to chat with interested applicants. Brief conversations are the heart of job fairs, and first impressions work both ways.
- Be sure your job descriptions and descriptions about your business and employment expectations are realistic and honest.

### After the job fair:

- Complete exit- and post-job fair surveys. Your help will make this experience better each year.
- Review all of the resumes and applications received at the job fair.
- Follow-up. These job seekers are actively seeking employment; if you don't call them, another business will.
- Schedule interviews as soon as possible.
- Share your success! If you hire anyone from the Diversity Works Job Fair, share that success story by e-mailing the LWC Disability Employment Initiative State Lead Georgette Wallace at [gwallace1@lwc.la.gov](mailto:gwallace1@lwc.la.gov) or call 225-342-2936.