

Timeline for Setting up Multi-Employer VJF

4 Weeks Out

<input type="checkbox"/>	Set Date/Time for Event	<ul style="list-style-type: none"> ● Work With SIU Staff to set a date and time range for the Virtual Job Fair. ● Decide if you want the VJF to be region or industry specific.
<input type="checkbox"/>	Decide on format for VJF	<ul style="list-style-type: none"> ● Choose between multiple days or one day to have VJF. ● Decide if you want employers to have a time slot for presentation/ questions etc. or if you want a panel discussion. <ul style="list-style-type: none"> ○ Recordings from TDL VJF: <ul style="list-style-type: none"> ■ Schneider Trucking ■ FedEx Freight ■ Amazon ■ Todd Transit
<input type="checkbox"/>	Invite Employers to Participate	<p>Helpful Resources to send:</p> <ul style="list-style-type: none"> ● Preparing for a VJF ● Attending a VJF ● Illinois workNet Virtual Job Fair Overview <ul style="list-style-type: none"> ○ Recorded Presentation ○ PPT
<input type="checkbox"/>	Have employers set up booth	<ul style="list-style-type: none"> ● Employers must have an Employer Booth set up before the registration page is created in order to participate in the VJF. <ul style="list-style-type: none"> ○ https://www.illinoisworknet.com/DownloadPrint/Creating%20a%20Virtual%20Job%20Fair%20Booth%20Final.pdf
<input type="checkbox"/>	Designate time slots	<ul style="list-style-type: none"> ● If giving the Employer a time slot to present information/ answer questions, ask how long they would like to present for (up to 30 minutes), and make the schedule accordingly. <ul style="list-style-type: none"> ○ Here is an example of a schedule for this type of event. (Links take you to the Employer Booth) ● If doing a panel, determine the presentation order and

		<p>Job Seekers Invited!</p> <p>Learn more about how you can apply for job openings in Transportation, Distribution, and Logistics from these 4 employers currently hiring! Visit their Employer booths on Illinois workNet to learn more information about each hiring employer.</p> <ul style="list-style-type: none"> • 1:00 pm - Schneider Trucking • 1:20 pm - FedEx Freight • 1:45 pm - Amazon • 2:05 pm - Todd Transit <p>inform the employer of the schedule.</p>
3 Weeks Out		
<input type="checkbox"/>	Let SIU team know of time slots/ schedule	<ul style="list-style-type: none"> • Email the presentation schedule to the SIU team to be used to set up the registration page.
<input type="checkbox"/>	Confirm employers have booth set up	<ul style="list-style-type: none"> • Employers must have their booths submitted prior to the creation of the registration page. <ul style="list-style-type: none"> ◦ https://www.illinoisworknet.com/DownloadPrint/Creating%20a%20Virtual%20Job%20Fair%20Booth%20Final.pdf
<input type="checkbox"/>	Let SIU Team know if you need more employers to participate (if applicable)	<ul style="list-style-type: none"> • If you need 1 or 2 more employers to participate in the event, let the SIU team know and we may be able to give you contacts of some employers who might be willing to participate.
<input type="checkbox"/>	Schedule Zoom Trainings (if applicable)	<ul style="list-style-type: none"> • If employers are not comfortable with using Zoom set up a time for a 15 minute Zoom training with the SIU team. • Schedule these for 2 weeks prior to the live event.
2 Weeks Out		
<input type="checkbox"/>	SIU Staff will Conduct Zoom training (if applicable)	
<input type="checkbox"/>	SIU Staff will set up the registration page on Eventbrite.	<p>Examples of Registration Pages:</p> <ul style="list-style-type: none"> • TDL VJF • Amazon VJF
<input type="checkbox"/>	SIU Staff will post on Event Calendar and Employer Booth	<p>Examples of Event Calendar postings:</p> <ul style="list-style-type: none"> • TDL VJF • Railworks VJF
1 Week Out		
<input type="checkbox"/>	Send employers the Zoom meeting information.	<ul style="list-style-type: none"> • After the registration page is created, send an email to the employer letting them know ticket sales have

		<p>started and give them the meeting information.</p> <ul style="list-style-type: none"> ○ Email template
<input type="checkbox"/>	Post about VJF on Social Media	<ul style="list-style-type: none"> ● Use the social media plan (to be made later this week) to post about the event on our social media platforms. ● Encourage employers to promote their event through their website, social media, etc.
2 Days Before		
<input type="checkbox"/>	Send reminder emails	<ul style="list-style-type: none"> ● Send an email to the employers reminding them of the event. <ul style="list-style-type: none"> ○ Email Template ● Make sure they do not have any last minute questions about the event.
<input type="checkbox"/>	Get presentation materials from employers to send to SIU Staff	<ul style="list-style-type: none"> ● If the Employer is planning to share a video or PowerPoint, have them send you a copy and forward it to the SIU team. (This is used in the event of technical difficulties.) ● Find out who is presenting from their company so we can make the appropriate people co-hosts during the event. Send this information to the SIU team.