



## JOB FAIR CHECKLIST

### TYPES OF JOB FAIRS

#### In-person Job Fair

- Typically has a vendor booth set-up
- Bring plenty of collateral (details below)
- Bring booth staging posters, signs, decorations
- Plan to interview or help job seekers apply onsite
- Consider making job offers to qualified applicants contingent upon background check and other requirements

#### Drive-by Job Fair

- This type of event can be held in a parking lot, and became popular during the pandemic when social distancing restrictions were in place
- Set up can include multiple stations where cars can drive, stop, and receive information.  
For example, each department could have its own station, there could be a station to learn about the organization's mission, vision, and values, and a station to complete an application or interview

#### Virtual Job Fair

- This type of job fair is held fully online
- Consider beginning with a brief background on your organization, then focusing on the roles, career ladders, and benefits of your organization.
- Include video, discussion, or questions in the chat to create engagement
- Share the link to your organization's job board in the chat
- Offer an option for break-out rooms after the job fair to learn about individual departments, meet staff, meet residents, or conduct interviews

### CONSIDERATIONS FOR ANY TYPE

- Representation: Consider the best person to represent your organization – frontline staff and the older adults you serve can be excellent representatives of your services!
  - Ensure potential employees have a way to apply or sign up for an interview, and make sure there is a system to follow up with potential employees after the event
  - Giveaways, gifts, treats: Consider if you want to do a drawing, provide swag, share candy, etc.
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## What to bring?

- Community Information, flyer, benefits information
- Pictures, videos, or social media assets that communicate the look, feel, and culture of your organization
- Job descriptions, career advancement opportunities, [general information](#) about careers in aging services, or [quick fact sheets](#)
- Information on scholarships and [LeadingAge's Summer Enrichment Program](#)
- Applications (paper or electronic)
- Business cards
- [Workforce data](#)

## If you have a computer:

- Play videos
- [The Real Faces of Careers in Aging](#)
- Share videos from your organization
- Offer a way to apply online
- Share an interactive training
- [LeadingAge video resources](#) of young aging services leaders

## MORE RESOURCES

- [Careers in Aging Week](#)
- [SHRM job fair checklist](#)
- [SHRM job fair tips](#)
- [Indeed Job Fair Etiquette](#)
- [Handshake Virtual Career Fairs](#)

