



## Virtual Job Fair

DATE(S): \_\_\_\_\_

TIME(S): \_\_\_\_\_

Thank you for joining us for the Virtual Job Fair. For this event, which will be held on Zoom, there are a few steps to complete to set up the day.

**Please follow the steps below and contact us any time with any questions at ( ) - .**

1. Your first step is to create an account on Illinois WorkNet if you don't already have one. Click here to create your account: <https://www.illinoisworknet.com/Pages/Register.aspx?ReturnUrl=/Pages/Register.aspx>  
*\*When you create this, it may appear that it is for individuals rather than businesses, but it is indeed for businesses.*
2. Once you create an account, you will need to create an employer booth here: <https://www.illinoisworknet.com/VirtualJobFairs/Pages/AddBooth.aspx>.  
*\*If you could do this no later than \_\_\_\_\_, that would be great! While the information may change, the basics will remain the same.*
3. Once that is done, let our team know and we will connect with Illinois WorkNet to add the booth to our event on \_\_\_\_\_. We will also confirm the time of your presentation the day of the event.
4. During the event, job seekers will see your booth and you can show a PowerPoint and talk about job openings and how to apply.  
*\*We have a PowerPoint template we are providing to you. You may use it, or change it to fit your brand!*
5. Share the facebook event, flyers, or any information on your website and social media pages. Please feel free to tag us!

### The Day of the Event:

1. We ask that you log in at least 15 minutes early for your assigned time. You are welcome to attend the entire event with all employers or just your portion. Note that times are approximate, so please be at least 15 minutes early in case the presenter in front of you finishes early.
2. You will log in to the zoom link that participants use (which we will provide closer to the event). We will make you a panelist right before your presentation so that you

can control your PowerPoint and speak. Other lines will be muted except for the host and you.

*\*If another person from your organization is presenting, please send us their name in advance so we can make sure to make them the panelist.*

3. Illinois WorkNet staff and our staff will moderate questions for you from the audience. They will be able to enter them into the Q&A or chat feature.

4. If you are not familiar with zoom and want to do a practice run with us, let us know. We are happy to do so!

Again, thank you for participating in this event. Please call us with any questions at any time at ( ) - or email us at \_\_\_\_\_.