



**WANTED:**

Businesses to hire  
Willing and able workers  
[www.dss.state.la.us](http://www.dss.state.la.us)  
[www.LaMPP.org](http://www.LaMPP.org)

## LOUISIANA JOB FAIR for persons with disAbilities

### MAKING THE MOST OF A JOB FAIR

#### Before the Job Fair

- Identify the employment needs of your organization.
  - Be sure to include information on internships, job shadowing, and on-the-job training if available through your company.
- Prepare job descriptions (visit [www.jan.wvu.edu/](http://www.jan.wvu.edu/) or [www.foremployers.com](http://www.foremployers.com) for help).
- Make copies of job descriptions and job applications (some fairs have over 300 job seekers attend).
- Pack flyers, applications, job descriptions, business cards, and promotional materials.
- Develop some questions to ask job seekers.
- Establish objectives (ex: schedule 5 interviews in the next 2 weeks).
- Contact your business associates across Louisiana to participate in other cities.
- Plan to send representative(s) who are familiar with your business needs.

#### Day of the Job Fair

- Dress in the manner expected at your business.
- Arrive at least 30 minutes prior to start time to get the best table available.
- Check in with Job Fair Staff.
- Set up your business information.
- Display a list of current job opening and job titles.

#### During the Job Fair

- Stand in front of your table to greet job seekers.
- Office 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. First impressions work both ways.
- Be honest with descriptions of your business and employment expectations.

#### After the Job Fair

- Complete the exit and post job fair surveys – your help will make this experience better each year.
- Review 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 Job Fair, e-mail Arthur Williams at [awilli14@dss.state.la.us](mailto:awilli14@dss.state.la.us).