

# WORKFORCE DEVELOPMENT WEEK

# VIRTUAL JOB FAIR

Bring the Job Fair to You



## OVERVIEW

### Virtual Job Fair Participation

- 1. Profile:** All businesses and local jobs will be distributed online & at various locations.
- 2. Virtual Booth:** A free online environment for businesses to host online job fairs. Any business can set up their virtual space.

More information and recorded virtual job fairs can be found on Illinois workNet websites & YouTube channel.



- Choice to create a profile, virtual booth or both!
- The Virtual Job Fair is a new initiative hosted on the Illinois workNet website.
- A free virtual meeting place where businesses can host their own job fair.
- Employers and job seekers interact in real time.

*Illinois workNet is an Equal Opportunity Employer Program. Auxiliary aids and services are available to individuals with disabilities.*



## Get Started

### 1. Create a Profile for online and local print distribution

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email & Phone \_\_\_\_\_

Company Address \_\_\_\_\_

Website \_\_\_\_\_

Job Post Website (if different) \_\_\_\_\_

Social: Facebook | Twitter | YouTube | LinkedIn | Instagram | Other \_\_\_\_\_

Position Name \_\_\_\_\_ Number Available \_\_\_\_\_

Description \_\_\_\_\_

Wage range \_\_\_\_\_ Benefits (optional) \_\_\_\_\_

Would your organization be interested in an apprenticeship program? Yes | No

Was/Is your total employee population impacted by COVID-19? Yes | No | Percentage \_\_\_\_\_

Did/do you have employees working remotely? Yes | No | Percentage \_\_\_\_\_

## Illinois workNet Job Fair

### 2. Set Up Your Virtual Booth

1. Go to <https://www.illinoisworknet.com/>
2. Click "Set Up Virtual Job Fair" found under Employer or Virtual Job Fair informational boxes
3. You will be taken to "Add Booth" page. Click on "Add Booth" to log in or set up Illinois workNet account.
4. Once you are logged in, the option page appears where you enter your business information
5. Click "Save and Submit Employer Booth"

It may take a couple days for your booth to be made available on the workNet site. You will receive a confirmation email when complete.

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