

# JSD Job Fairs

## Guide for Administrators

**Date:** Thursday, August 15th, 2024  
**Time:** 6 p.m. to 8 p.m. setup may begin at 4:30 p.m.  
**Location:** Copper Hills High School  
5445 Copper Hills Pkwy, West Jordan, 84081

### Greetings!

This year there will be two JSD Job Fairs (*August 15th, 2024 & January 27th, 2025*). Please review the information and recommendations below for the upcoming **August** Job Fair.

### 1) Help Us Advertise for The JSD Job Fair.

- Use the marketing templates to encourage attendance. It is recommend to post the marketing templates on your social media, website, marquees, and printed versions in your schools for parents and community to see.
- The templates are available in a variety of formats for your usage.
  - 8.5 x 11
  - 11 x 17
  - Facebook Banners
  - Instagram Post
  - Instagram Story
  - LinkedIn Post
  - Email Footers
- Encourage sharing and resharing of this information among staff, parents and community to help us reach as many people as possible.
- These templates can be accessed through Google Drive: [CLICK HERE TO ACCESS THE FOLDER](#)

### 2) Attendance is optional.

- Use the Google Form (<https://forms.gle/ZKtTWTy7H7y4gDBw7>) to reserve your table for the August 15th Job Fair.
- Encourage Administrators of schools/departments with open positions to be in attendance.

### 3) Update all current postings.

- Close all filled positions.
- Submit requisitions for vacancies yet to be filled.
- Contact the Human Resources Talent Acquisition and Development Team for support or if you have any questions.

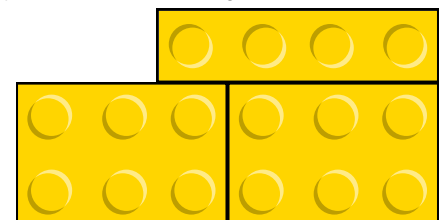


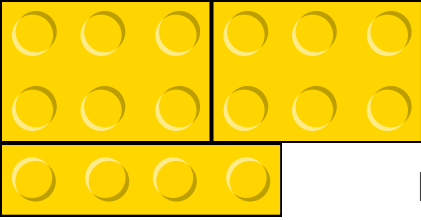
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Participating in the Job Fair?  
We can't wait to see you!



**Below are a few tips to help make your Job Fair experience the best possible.**

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## Prior to the Fair

- 1) Decide on the team joining you at the Job Fair (what openings do you have currently, what teams have openings, etc.) to greet and interview potential employees.
- 2) Prepare a list or other visual of your current open positions. (**Include job numbers and titles**)
- 3) Think about your table. What items do you need to bring to best represent your school or department.
  - **Recommended items are as follows:** *table cloth, a list of open positions at your school/department location, swag (i.e. pens, chapstick, mints, and more), banners, treats, and other items that can engage a candidate to want to come to your table and talk to your team.*
- 4) Be prepared to interview.
  - **Reminder:** *this may require you having at least two staff members, printed interview questions, pens and gathering the participants contact information to follow up and make sure they apply. Applicants may be interviewed at your discretion.*

## Day of Fair

- 1) Arrive early to set up. Doors will open for setup at 5:15.
- 2) Enter the Copper Hills High parking lot on from Grizzly Way and proceed to park on the East side of the building.
- 3) Enter the building through the East side gym entrance. Look for the ENTER HERE signage.
- 4) You will be directed to your table(s) from that entrance.

## During the Fair

- 1) Greet, meet and interview potential candidates. They will have a job card with space to fill in job numbers and titles to assist them in applying. Encourage them to use their card.
- 2) Clarify whether they are considering applying or have already applied for a position at your location.
- 3) Direct candidates to the mobile computer lab to apply for positions while at the fair. Support staff will be available to assist them.
- 4) Check references once a candidate has applied (minimum of two, including most recent supervisor) and complete the hiring process.
- 5) Have fun and fill jobs!

## Reminders:

- Current JSD licensed educators cannot transfer at this time. They must attend the Teacher Transfer Fair in February (more information to come).
- Full-time/benefited JSD Education Support Professionals (ESP) may attend the job fair to explore open positions and meet principals. However, to be considered for posted positions, the employee must submit an application in Frontline.
- Part-time ESP employees are eligible to apply for all open positions.



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