

# Grow with Us Job Fair

## Guide for Administrators

Greetings! We are excited for our first JSD Job Fair. To help you know what to expect and prepare accordingly we are providing this quick list of recommendations and reminders to supplement the information already provided in HR Connections.

The best job fairs are filled with our teams ready to showcase our schools and departments, create positive impressions and fill our open positions. We need you to help us make this a great event.

### Prior to the Fair Recommendations

- 1) Decide on the team joining you at the Job Fair (*what openings do you have currently, what teams will have openings next year, 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, swag (pens will be important), banners, treats, and other items that can engage a participant 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.*
- 5) If you are unable to attend, please contact your respective AOS, and notify Jane Olsen in Human Resources.
- 6) If you need accommodations or assistance please notify Jane Olsen in advance so we can have members of our team ready and able to assist and support you.

### Day Of Fair

- 1) Arrive early to set up. Doors will open for setup at 5:15. If you need to come earlier, please notify Jane Olsen so that it can be coordinated.
- 2) Enter the Oquirrh Hills Middle Parking lot on the Southwest end of the lot. Try to park away from the building so that participants can utilize the closer parking.
- 3) Enter the building through the main (West) entrance. You will be directed to your table location.
- 4) Elementary will in the gym. Secondary and District Departments will be in the cafeteria.

### 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) Members of the HR team will be stationed with a few laptops. Candidates can be directed to these team members to apply for positions while at the fair.
- 4) Once a candidate has applied, remember to check references and complete the hiring process.
- 5) Have fun and fill jobs!

### Reminders

- Current JSD educators cannot transfer at this time. They will need to attend the Teacher Transfer Fair.
- 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. The hiring process will be completed when feasible.
- Part time ESP employees are eligible to apply for all open positions.