



# JSD Job Fair

## Guide for Administrators

**Date:** Monday, January 27th, 2025

**Time:** 6 p.m. to 8 p.m.

**Location:** Riverton High School, 12476 South 2700 West, Riverton, 84065

### Attendance is encouraged.

- Use the Google Form (<https://forms.gle/ZKtTWIy7H7y4gDBw7>) to reserve your table.
- Administrators with open positions OR upcoming hard to fill positions should be in attendance.

Please review the information and recommendations below for the upcoming **January** Job Fair.

### 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 to post in your building.
- The templates are available through Google Drive: [CLICK HERE TO ACCESS THE FOLDER](#)

### Preparation Reminders

- Update all current postings. Clear all filled positions. Submit requisitions for vacancies yet to be filled. Decide on the team joining you at the Job Fair. Consider your current openings and which of your teams have openings.
- Prepare a list or other visual of your current open positions. Include job numbers and titles.
- Think about your table and which items best represent your school or department.
  - *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.*
- Be prepared to interview. We recommend that you have at least two staff members, printed interview questions, and pens. Applicants may be interviewed at your discretion.

### Day of the Fair

- Arrive early. Doors will open for setup at 4:30 p.m. Please arrive by 5:15 p.m. at the latest.
- Enter the Riverton High parking lot from 2700 West and proceed to park on the North side of the building and enter through the North side gym entrance. Signage will be posted.
- Doors for candidates open at 6:00 p.m. 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.
- Direct candidates to the mobile computer lab to apply for positions while at the fair. Support staff will be available to assist them.
- Check references once a candidate has applied (minimum of two, including most recent supervisor) and complete the hiring process.



#GrowWithJordan

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