




Memorandum of Record 339

DATE: DECEMBER 12, 2008

MEMORANDUM TO: WORKFORCE SOLUTIONS-ALAMO
CONTRACTORS

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SUBJECT: Technical Assistance (TA) Bulletin 192 Job Fairs

The Texas Workforce Commission released **Technical Assistance (TA) Bulletin 192 Job Fairs**

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on job fairs. Contractors must ensure that appropriate staff are aware and adhere to the information in this TA

All comments and inquires pertaining to this policy should be directed to :

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WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 192

Program: ES, WorkInTexas.com

Subject: Job Fairs

Date: December 1, 2008

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on job fairs, including:

- the definition of a job fair;
- large, Board-sponsored job fairs; and
- job fairs sponsored by other entities.

Definition

A job fair is a gathering of multiple employers for the purpose of taking applications, interviewing, and making contact with potential job seekers to fill current job openings.

Note: One employer with multiple positions does not constitute a job fair, but is considered a hiring event, application session, or hiring fair.

Job fairs provide an opportunity to network and inform participating employers and job seekers of the services that Texas Workforce Centers provide. Ensuring that job seekers and employers know what to expect from each other and from the Board is the key to a successful job fair.

It is important to remember that a job fair employer service can be entered into WorkInTexas.com only if one or more of the following activities is performed:

- Securing the venue
- Recruiting employers
- Assisting with registering job fair attendees (job seekers)
- Helping employers with set-up
- Providing job seekers with job fair information
- Providing booth staffing for employer breaks, etc.

Large, Board-Sponsored Job Fairs

Board-sponsored job fairs can be held in a Texas Workforce Center, a Board office, or other independent location. However, in-house job fairs are typically more cost-effective. It is important to consider the following when selecting a job fair location:

- The number of employers expected to attend
- The facility's capacity to allow both adequate job seeker traffic flow and some measure of privacy to ensure confidentiality of information
- The availability of free or low-cost parking

Large, Board-sponsored job fairs pose a greater challenge in obtaining hire information. When planning a large, Board-sponsored job fair, consider requesting that employers:

- pay a nominal fee to help defray the cost and ensure employer attendance;
- have a current WorkInTexas.com registration;
- have an active job posting for which they are currently recruiting; and
- sign a written agreement with the Board to provide hire information in a timely manner.

Note: A written agreement between a Board and an employer can address items such as the following:

- The employer's pledge that the types of jobs for which the employer is recruiting are currently available
- The employer's assurance to inform the Board when job seekers from the job fair have been hired
- The employer's pledge to have a booth staffed for the entire job fair unless other arrangements have been made
- The Board's responsibilities (e.g., supplying meals, electrical outlets, security, or staff for the booths during breaks)

To obtain accurate hire information when planning a large, Board-sponsored job fair, consider requesting that job seekers:

- register in WorkInTexas.com prior to the job fair (a job seeker profile should not be created in WorkInTexas.com without first obtaining the prior consent of the job seeker); and
- complete a job seeker agreement that indicates the conditions of job fair participation (appropriate dress, conduct, courteous behavior, confidentiality of information provided, reporting of hire resulting from job fair).

Note: At no time should the job seeker be charged a fee to enter a Board-sponsored job fair.

Job Fairs Sponsored by Other Entities

Partnering with other entities such as governmental agencies (city, county, and state), businesses, or schools help offset the costs of holding a large job fair. However, job fairs sponsored by other entities can have stipulations attached (e.g., a veterans service organization offers to fully fund the job fair if only veterans are allowed to attend; a business school wants its students to have priority time with the employers). It is important to:

- set out any stipulations in an agreement with the cosponsor; and
- ensure that the stipulations do not discriminate against job seekers (e.g., race, age, gender), as set forth in the Civil Rights Act of 1964.

Like large, Board-sponsored job fairs, job fairs sponsored by other entities pose a greater challenge in obtaining hire information. Because the Board is not the sole sponsor, the job fair may not require the same terms of participation as required for Board-sponsored fairs (e.g., prior registration in WorkInTexas.com, active postings, etc.).

To obtain accurate hire information, consider having Texas Workforce Center staff assist at or operate the job seeker registration desk to capture attendees' names and other information to cross-reference with WorkInTexas.com and document services to the job seeker.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.