# State of Illinois Process for Virtual Job Fair (VJF) Requests – Version 1

Introduction

The purpose of this document is to outline and define the different roles for organizations involved with planning, facilitating, and conducting Virtual Job Fairs (VJFs) in Illinois. Each event request type outlined below identifies the steps involved, parties responsible for completing those steps, and additional notations. Contact information for DCEO’s RED Team, LWIAs, and SIU staff may be found towards the end of the document.

Organizational Roles

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| **Organization**  | **Role(s)**  |
| DCEO RED (Regional Economic Development) Team  | Based on Rapid Response webinars and regional layoffs, reach out to LWIA staff to coordinate VJF event(s) to accommodate laid off workers. Work with LWIA staff to identify businesses to participate in events.  |
| LWIAs (Local Workforce Innovation Areas)  | Identify employers in their area who are hiring that can serve as potential employment opportunities for laid off workers/job seekers in their community. Work with Red Team to identify businesses in region to participate in events.  |
| SIU-CWD (Southern Illinois University – Center for Workforce Development)  | Schedule, facilitate, troubleshoot, provide training, and coordinate VJF events for different workforce partners, state agencies, and employers**.**  |

Single Employer VJF Requests

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| **Item / Step**  | **Responsible Party**  | **Notes**  |
| **Single employer events may be requested through**: * Illinois workNet VJF Dashboard after employer booth entry and approval
* If interested employer reaches out to SIU or RED Team staff, the interested employer will be referred to the appropriate LWIA contact for further event coordination:
* LWIAs may request assistance from SIU staff OR
* LWIAs may choose to host VJF event with the employer on their own
 | Employer  | Employer must have booth submitted and approved prior to event request.  |
| **Event Coordination Details**:   **If an LWIA requests assistance from SIU staff, SIU will:** * Create event registration on Eventbrite
* Create Illinois workNet Event Calendar entry
* Schedule Social Media posts promoting the event
* Provide Zoom Training to participating employers if requested
* Troubleshoot and provide technical assistance during event, i.e. opening remarks on Zoom features, recording, participant management, and uploading recording to YouTube
* Provide Post-Event Follow up:
* Send Feedback survey to participants and employers
* Provide registration information
* Provide recording of event and upload to participating employer booth page

 **If an LWIA requests assistance from SIU staff, LWIA will:** * Communicate with employer to ensure Illinois workNet account and Employer Booth page creation
* Review and approve Employer Booth entry for each participating employer
* Ensure Employer has PPT slides for event and that slides are provided to SIU for screenshare
* During the event, LWIA staff will:
* Provide opening and closing remarks after Zoom technical opening statement by SIU
* Facilitate participant questions asked through Zoom chat
* Share information about local resources and services available to attendees, i.e. work support, American Job Centers.

 **If an LWIA chooses to host and coordinate employer VJF event***without***SIU assistance, the LWIA will be responsible for:** * Employer Booth creation on Illinois workNet VJF
* Employer Booth review and approval
* Create event registration page
* Create Illinois workNet Event Calendar entry (be sure to tag event with Series tag “Virtual Job Fair (VJF)”
* Promote VJF event on Social Media
* Provide platform in which to host and facilitate VJF event
* Ensure Employer has presentation materials
* Provide event technical assistance and facilitation
* Adding recording of event to the participating Employer’s Booth page
* Post-event follow up
 | SIU  | Minimum of 2 weeks’ notice to facilitate and successfully coordinate and promote event.  |
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RED Team VJF Requests:

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| **Item / Step**  | **Responsible Party**  | **Notes**  |
| Based on access to layoff information and Rapid Response events, RED Team members may be asked to coordinate a VJF event in their region.  | RED Team Member  | Type of event (region or industry based) may be informed based on laid off workers’ experience   |
| RED Team members will reach out to LWIAs in their area to assist with multi-employer VJF event.  | RED Team Member  |   |
| LWIAs identify businesses in the area who are hiring to accommodate the request.  | LWIA Contacts  |   |
| LWIA staff works with employers to get employer booths entered into VJF system, if not already present, and review and approve entries.  | LWIA Contacts  | LWIA contacts identified in Contact Information in this document have access to see all employer booths in their area that have a physical address in their region.  |
| LWIAs approach SIU for assistance in facilitating a multi-employer VJF event.  | LWIA Contacts  | If LWIA staff is not responsive to SIU staff or VJF system SIU may reach out to Regional Manager for assistance.  |
| **If an LWIA requests assistance from SIU staff, SIU will:** * Create event registration on Eventbrite
* Create Illinois workNet Event Calendar entry
* Schedule Social Media posts promoting the event
* Provide Zoom Training to participating employers if requested
* Troubleshoot and provide technical assistance during event, i.e. opening remarks on Zoom features, recording, participant management, and uploading recording to YouTube
* Provide Post-Event Follow up:
* Send Feedback survey to participants and employers
* Provide registration information
* Provide recording of event and upload to participating employer booth page

 **If an LWIA requests assistance from SIU staff, LWIA will:** * Communicate with employers to ensure Illinois workNet accounts and Employer Booth pages are created
* Review and approve Employer Booth entries for each participating employer
* Ensure Employers have PPT slides for event and that slides are provided to SIU for screenshare
* During the event, LWIA staff will:
* Provide opening and closing remarks after Zoom technical opening statement by SIU
* Facilitate participant questions asked through Zoom chat
* Share information about local resources and services available to attendees, i.e. work support, American Job Centers.

 **If an LWIA chooses to host and coordinate employer VJF event***without***SIU assistance, the LWIA will be responsible for:** * Employer Booth creations on Illinois workNet VJF
* Review and approve Employer Booth entries for each participating employer
* Create event registration page
* Create Illinois workNet Event Calendar entry (be sure to tag event with Series tag “Virtual Job Fair (VJF)”
* Promote VJF event on Social Media
* Provide platform in which to host and facilitate VJF event
* Ensure Employers have presentation materials
* Provide event technical assistance and facilitation
* Adding recording of event to the participating Employer’s Booth page
* Post-event follow up
 | SIU Staff / LWIA Contacts  | Minimum 5 weeks’ notice to facilitate and successfully coordinate and promote event * If LWIA already has businesses/approach this timeframe can be reduced to 2 weeks.
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LWIA VJF Requests:

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| **Item / Step**  | **Responsible Party**  | **Notes**  |
| For LWIAs wishing to hold a VJF in their region, LWIAs should be in contact with their RED Team member to see what businesses may be hiring based on their access to layoff information and Rapid Response events.  | LWIA Contacts/RED Team Member  | Type of event (region or industry based) may be informed based on laid off workers’ experience   |
| LWIAs identify businesses in the area who are hiring to accommodate the request.  | LWIA Contacts  |   |
| LWIA staff works with employers to get employer booths entered into VJF system, if not already present.  | LWIA Contacts  | LWIA contacts identified in Contact Information in this document have access to see all employer booths in their area that have a physical address in their region.  |
| LWIAs approach SIU for assistance in facilitating a multi-employer VJF event.  | LWIA Contacts  | If LWIA staff is not responsive to SIU staff or VJF system SIU may reach out to Regional Manager for assistance.  |
| **If an LWIA requests assistance from SIU staff, SIU will:** * Create event registration on Eventbrite
* Create Illinois workNet Event Calendar entry
* Schedule Social Media posts promoting the event
* Provide Zoom Training to participating employers if requested
* Troubleshoot and provide technical assistance during event, i.e. opening remarks on Zoom features, recording, participant management, and uploading recording to YouTube
* Provide Post-Event Follow up:
* Send Feedback survey to participants and employers
* Provide registration information
* Provide recording of event and upload to participating employer booth page

 **If an LWIA requests assistance from SIU staff, LWIA will:** * Communicate with employers to ensure Illinois workNet accounts and Employer Booth pages are created
* Review and approve Employer Booth entries for each participating employer
* Ensure Employers have PPT slides for event and that slides are provided to SIU for screenshare
* During the event, LWIA staff will:
* Provide opening and closing remarks after Zoom technical opening statement by SIU
* Facilitate participant questions asked through Zoom chat
* Share information about local resources and services available to attendees, i.e. work support, American Job Centers.

 **If an LWIA chooses to host and coordinate employer VJF event***without***SIU assistance, the LWIA will be responsible for:** * Employer Booth creations on Illinois workNet VJF
* Review and approve Employer Booth entries for each participating employer
* Create event registration page
* Create Illinois workNet Event Calendar entry (be sure to tag event with Series tag “Virtual Job Fair (VJF)”
* Promote VJF event on Social Media
* Provide platform in which to host and facilitate VJF event
* Ensure Employers have presentation materials
* Provide event technical assistance and facilitation
* Adding recording of event to the participating Employer’s Booth page
* Post-event follow up
 | SIU Staff / LWIA Contacts  | Minimum 5 weeks’ notice to facilitate and successfully coordinate and promote event * If LWIA already has businesses/approach this timeframe can be reduced to 2 weeks
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Legislative VJF Requests

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| **Item / Step**  | **Responsible Party**  | **Notes**  |
| DCEO may reach out to coordinate initial meeting with SIU and Legislative staff regarding a multi-employer VJF event in the senator’s/representative’s region.   Overview of the VJF system, types of events, and timeline to be discussed. During this meeting a date of the event(s) may be identified.  | DCEO, SIU Staff  |   |
| Subsequent planning meetings to occur on weekly basis leading up to event with SIU, IDES, local AJC/LWIA staff, and legislative staff to finalize: * Format
* Structure
* Participating businesses
* Workshops and Breakout Room features
* Outreach and registration
* Other pertinent details to ensure successful job fair event
 | SIU, IDES, LWIA staff, Legislative staff  | Minimum 6 weeks’ notice to facilitate and successfully coordinate and promote event  |
| **LWIA Responsibilities:** * Communicate with employers to ensure Illinois workNet accounts and Employer Booth pages are created
* Review and approve Employer Booth entries for each participating employer
* Ensure Employers have PPT slides for event and that slides are provided to SIU for screenshare
* During the event, LWIA staff will:
* Provide opening and closing remarks after Zoom technical opening statement by SIU
* Facilitate participant questions asked through Zoom chat
* Share information about local resources and services available to attendees, i.e. work support, American Job Centers.

 **SIU Responsibilities:** * Create event registration on Eventbrite
* Create Illinois workNet Event Calendar entry
* Schedule Social Media posts promoting the event
* Provide Zoom Training to participating employers if requested
* Troubleshoot and provide technical assistance during event, i.e. opening remarks on Zoom features, recording, participant management, and uploading recording to YouTube
* Provide Post-Event Follow up:
* Send Feedback survey to participants and employers
* Provide registration information
* Provide recording of event and upload to participating employer booth page

  | LWIA / SIU  |   |