



Virtual Job Fair Overview

Illinois workNet: Accessing the Virtual Job Fair

www.illinoisworknet.com

The screenshot displays the Illinois workNet website interface. At the top, there is a navigation bar with a menu icon, 'Login', and 'Sign Up' buttons. The logo for 'ILLINOIS workNet CENTER americanjobcenter' is centered, with 'Search', 'Español', 'Partners', and 'Share' options on the right. A dropdown menu is open, listing various resources, with 'Virtual Job Fairs' highlighted. Below the menu is a grid of images representing different industries. The main heading reads 'OF ILLINOIS - WORKFORCE PORTAL'. At the bottom, there are four colored boxes: 'Employer' (blue), 'Job Seeker' (orange), 'Virtual Job Fair' (purple), and 'Training & Services' (purple). Each box contains descriptive text and buttons for further action. A red arrow points to the 'Virtual Job Fair' section.

Illinois workNet

- Explore Careers
- Training & Credentials
- Qualify for Jobs
- Prepare to Find a Job Guide
- Virtual Job Fairs
- Job Skills Guides
- Digital Literacy Guides
- Resume Writing Guide
- Marketing Your Skills Articles
- Job Qualification Videos
- Job Qualification Resources
- Job Openings & Recruiting
- Network & Connect
- Layoff Assistance
- Updates & Help

OF ILLINOIS - WORKFORCE PORTAL

Employer	Job Seeker	Virtual Job Fair	Training & Services
Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.	Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.	Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.	Find community college classes, access free Coursera online training , as well as work support services to develop skills for high demand roles.
Explore Resources	Explore Resources	Set Up Virtual Job Fair	Find Training
Set Up Virtual Job Fair	Build your Resume	Search Virtual Job Fairs	Find Local Services

VIRTUAL JOB FAIR: TOOLS FOR EMPLOYERS



SETTING UP YOUR EMPLOYER BOOTH

[← Back to Virtual Job Fairs](#)

[Add Booth](#)

[PDF Instructions](#)

Step By Step Instructions

Step 1: Login & Submit your Employer Booth

Log in to or create an Illinois workNet account and complete the required fields to set up your Employer Booth. After you submit your booth information it will be reviewed and approved by IwN staff. Once your booth is submitted you will receive a notification email with additional best practice information on hosting VJF. You will also receive an email confirmation after your booth is reviewed and approved.

Note: Your booth information will be made available to job seekers so they can explore more about your business and prepare for any virtual job fairs you participate on.

Step 2: Adding VJF, Docs, & Links to your Booth

Continue building out your Employer Booth by adding your VJF. You can select to:

1. Add your own VJF. If you select this option you will be able to add a link to your events registration page so job seekers can easily sign up to participate in your VJF.
2. Request assistance hosting your VJF from IwN. If you select this option you will be provided with a link to complete a google form identifying your proposed schedule (2-week advanced notice is required) and other VJF needs. After completing the form, you will be added to the VJF queue. Illinois workNet staff will review your information and work with you to:
 - Establish a zoom meeting room through Illinois workNet to facilitate a live VJF with participants.
 - Create online registration that can be marketed and shared across a variety of platforms
 - Add your live event to the Illinois workNet Event Calendar & Employer Booth information.
 - Ensure you are ready to present your business live during the VJF.

Note: If you identified that you would like zoom training prior to the live VJF Illinois workNet staff will schedule a dry run webinar to walk through using zoom.

Step 3: Preparing for & Attending your VJF

Now that you have your Employer Booth created and your VJF is scheduled it is time to prepare for your VJF. Make sure your agenda is set, you have staff scheduled to work the virtual job fair, and that any technology being used has been tested & works properly.

- Check out these Illinois workNet Articles for more information on VJF:
 - [Preparing for a Virtual Job Fair - Employers](#)
 - [Attending a Virtual Job Fair - Employers](#)

Step 4: Posting Archived VJF & Following Up

After completing your live VJF be sure to update your Employer Booth information with a link to the archived recording. This will allow users who were not able to attend the live event to learn more about your business, open positions, and what next steps they should take if they are interested in applying. Additionally, be sure to follow up with any prospective candidates in a timely manner.

Note: If your VJF was hosted through Illinois workNet, this will automatically be done within 3 business days of your VJF.

VIRTUAL JOB FAIR: MANAGEMENT TOOLS FOR EMPLOYERS & LWIA STAFF

Personal Tools

- Dashboard
- Profile
- Password
- Messages
- Bookmarks
- Assessments
- Interests
- Employment 101
- Resumes
- Disability Estimator
- Featured Employers
- EPIC (Participant)
- VJF**
Virtual Job Fair

Partner Tools

- Customer Support Center
- Service Finder Administration
- Success Stories Admin
- Event Calendar Admin
- WIOA Contract Reporting
- Incumbent Worker Tracking System (IWTS)
- DEI (Partner)
- Illinois workNet Learning Center
- EPIC (Partner)
- Contact Us Admin
- More Tools

Valid 5300 Katrine Avenue Downers Grove, IL 60515	5312e	Approved	6/29/2020 9:34 AM	7/6/2020	8/7/2020		
Milestone, INC. 4060 McFarland Road Loves Park, IL 61111	bf979	Approved	7/13/2020 3:18 PM	7/14/2020	9/7/2020		
CPGIO 1150 N Swift Rd Addison, IL 60101	Sadda	Approved	7/8/2020 2:23 PM	7/13/2020	8/22/2020		
Natural Enrichment Industries, LLC (NEI) 1800 W Oak St Herrin, IL 62948	b1441	Approved	7/13/2020 9:32 AM	7/13/2020	8/12/2020		

VIRTUAL JOB FAIR: TOOLS FOR JOB SEEKERS

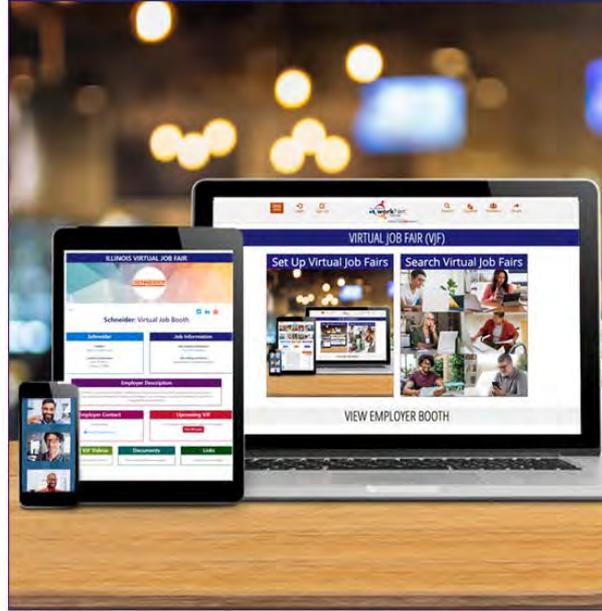
Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair](#) ▶

[Search Virtual Job Fairs](#) ▶

Set Up Virtual Job Fairs



Search Virtual Job Fairs



VIEW EMPLOYER BOOTH

The Virtual Job Fair is a part of the new [GET HIRED](#) initiative that Governor Pritzker announced on 5/14/20. Job seekers, read about what you can do to [prepare for a VJF](#) and what to [expect when attending](#) the event. Employers, learn how to [prepare for your VJF event](#) and what to do while [attending your event](#). Employers, sign up for a booth by clicking the "Add your Employer Booth" button below.

[Virtual Booths](#)

[VJF Events](#)

[Add your Employer Booth](#)

VIRTUAL JOB FAIR: TOOLS FOR JOB SEEKERS

The screenshot displays the Virtual Job Fair interface. At the top, there are tabs for 'Virtual Booths' and 'VJF Events', with a button to 'Add your Employer Booth'. A search bar labeled 'Search by Name' contains the text 'hew'. Below the search bar is a 'Filter by Industry' dropdown menu set to 'All Industries'. A secondary search bar is labeled 'Search in proximity to location or place' with a sub-label 'Type address or location name'. The main content area shows a grid of virtual booths, each with a logo, name, and number of open positions:

- 160 Driving Academy: 10 Open Positions
- AAR: 20 Open Positions
- All Construction Group: 15 Open Positions
- All Ways Caring Home Care: 53 Open Positions
- Amazon.com: 312 Open Positions
- American Standard Circuits: 9 Open Positions

An arrow points from the Amazon.com booth in the grid to a detailed view of the 'Amazon.com: Virtual Job Booth'. This view includes:

- Amazon.com** header with the Amazon logo and a 'Back to List' link.
- Amazon.com** section with the website URL: <https://www.amazon.com>.
- Job Information** section with 'Job Posting Information' (View 312 Openings) and 'Job Posting Industries' (Transportation and Warehousing).
- Employer Description** section with text: 'Amazon remains open as an essential service to serve our communities delivering critical supplies directly to the doorsteps of people who need them. Amazon is looking for individuals who can thrive in a fast-paced warehouse environment that involves working with and around moving machinery. Our fulfillment centers are technologically advanced warehouses where our associates bring Amazon orders to life for our customers.'
- Employer Contact** section with the name 'Stewart Scally'.
- Upcoming VJF** section with a list of events:
 - Amazon.com: Joliet 7/22/2019
 - Amazon.com: Joliet 7/28/2020
 - Amazon.com: Joliet 8/5/2020with a 'View All Events' button.
- Archived VJF Videos** section with the text: 'No virtual job fairs have been archived.'
- Documents** section with the link: 'Amazon Job Flyer'.
- Links** section with the link: 'Job Posting and Application'.

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

Set Up Virtual Job Fair →

Search Virtual Job Fairs →

VIRTUAL JOB FAIR: TOOLS FOR JOB SEEKERS

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

Set Up Virtual Job Fair >

Search Virtual Job Fairs >

Virtual Booths VIF Events Add your Employer Booth

Event Calendar

City or ZIP Code:

Keywords:

LWA: All

Month List

Add Event Manage Events

month day July 2020

Sun	Mon	Tue	Wed	Thu
		1:30 pm Finance Virtual Job Fair	1:00 pm Illinois Dept. of Corrections Virtual Job Fair	
		***	***	
5	6	7	8	9
12	13	14	1:00 pm All Chicago Schools Virtual Job Fair	15
19	20	21	***	22
		1:00 pm TDL Virtual Job Fair	1:00 pm Motorola LLC Virtual Job Fair	1:00 pm Procter & Gamble Virtual Job Fair
		***	2:00 pm Amazon Virtual Job Fair	2:00 pm ConocoPhillips Virtual Job Fair
26	27	28	***	29
		1:00 pm State Farm Insurance Virtual Job Fair	1:00 pm Hewlett Packard Enterprise Virtual Job Fair	
		2:00 pm All Works Virtual Job Fair	2:00 pm Amazon Virtual Job Fair	
		***	***	

TDL Virtual Job Fair

View

Add to Calendar Share Print

Date and Time
Tue, July 21, 1:00 PM - 3:00 PM

Event Type
JobCenter Fair

Location
Online Event

Intended Audiences
General Public Job Seeker Exit Off Worker

Website
<https://www.eventbrite.com/e/transportation-distribution-and-logistics-virtual-job-fair-tickets-113676842496>

Description
Learn more about how you can apply for job openings in Transportation, Distribution, and Logistics from these 4 employers currently hiring! Visit their Employer booths on Illinois workNet to learn more information about each hiring employer.

- 1:00 pm - Schneider Trucking
- 1:20 pm - FedEx
- 1:45 pm - Amazon
- 2:05 pm - Todd Transil

TDL Virtual Job Fair Online:
<https://www.eventbrite.com/e/transportation-distribution-and-logistics-virtual-job-fair-tickets-113676842496>

Tue, July 21, 1:00 PM - 3:00 PM

Add to Calendar Share Print

Note:

- Upcoming events connect to registration and the employer booth.
- Past events connect to the employer booth with the archived event recording.

VIRTUAL JOB FAIR: LIVE EVENTS

WELCOME

-  IF YOU ARE CALLING IN FOR AUDIO, mute your computer speakers.
-  IF YOU HAVE QUESTIONS AT ANY TIME, please type them in the chat.



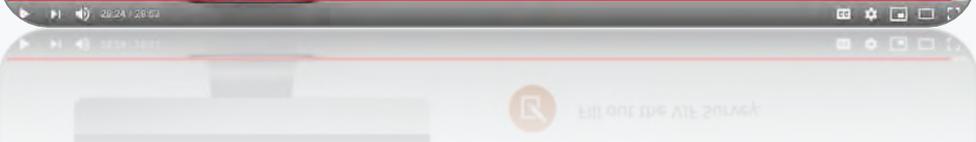
THANK YOU FOR YOUR PARTICIPATION

NEXT STEPS

-  Please visit the employer booth on Illinois workNet to review employer information.
-  Submit your application if this job is a good fit for you.
-  Fill out the VJF Survey.



The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage.
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VIRTUAL JOB FAIR: PARTNER GUIDE

Global Partner Tools

Global tools are available to all Illinois workNet partners.

Illinois workNet (IWN) partners include community-based organizations of many kinds that help individuals, employers or community partners achieve workforce development goals. Illinois' organizations are encouraged and welcomed to the partnership. There are no costs to Illinois' partners to use these tools.

- Assessments**
Illinois workNet offers assessments that can be used as part of the career development process.
- Employment 101**
Discover and set your employment goals with the self-guided tools in Employment 101.
- Create a Partner Account**
Help individuals, employers, and other service organizations achieve their career, training and employment goals by IWN.
- Customer Support**
Customer Support team of Illinois IWN provide guidance.
- Events Calendar**
Find job fairs, webinars, workshops, retreats events, and more that can help your business thrive.
- WIOA Policy Manual**
The WIOA Works photo app is an interactive manual where users can view the latest plans and policies for the Workforce.
- NCOE Assessment**
The NCOE 21st Century Skills Assessment is a non-occupation-specific assessment used to measure employability across users.
- Outreach**
Illinois workNet's Outreach team can help you save time and increase outreach results.
- Service Finder Administration**
Illinois workNet's service partners can edit their organizations' service or referral information to the Service Finder Tool.
- Success Stories**
Share program and customer Workforce Innovation and Opportunity Act (WIOA) success stories. If you are part of a success story.
- Virtual Job Fair (VJF) Guide**
Edit, manage, and schedule Virtual Job Fair employer booths and live events so that you can help job seekers and employers.

Program Guides for Partners

VIRTUAL JOB FAIR (VJF)

[Back to Workforce & Education Partner Resources](#)

The Virtual Job Fair offers partner organizations' staff access to edit, manage, and schedule Virtual Job Fair employer booths and live events so that you can help job seekers and employers in your LWIA reach their training and employment goals.

The Virtual Job Fair tools and guide are for LWIA Staff who have been granted access to manage employer booths. To request access to assist with managing Virtual Job Fairs, send an email to info@illinoisworknet.com.

[Login to the Virtual Job Fair Dashboard \(Log in with your Illinois workNet partner account\).](#)

ALL RESOURCES

- Partner Guidance
- Partner Training Materials & Videos
- Full List of Resources
- Partner Tool Updates

VIRTUAL JOB FAIR: OUTREACH

Job Seeker Flyer

ILLINOIS workNet[®]
VIRTUAL JOB FAIR

Get Started
Learn how to prepare for a Virtual Job Fair.
Use Illinois workNet's Resume Builder tool to create your resume for job opportunities.

Connect
Search employer booths through the Virtual Job Fair page.
Meet with employers during Virtual Job Fair Events.

Apply
Submit your resume and application to employers.

Meet with employers through Illinois workNet's Virtual Job Fair.
Virtual Job Fairs give job seekers the opportunity to explore employer information and find job opportunities from the comfort of their home or office via a desktop, laptop, tablet, or smartphone.

Meet Employers Online Today At
www.illinoisworknet.com/virtualjobfairs

Illinois workNet Center System, an American Job Center, is a federal opportunity employment program. Activities and services are available upon request to individuals with disabilities. If you are having trouble we will be happy to provide you with additional information. For more information, please visit the website at the bottom of this page, or contact us at 1-800-368-5834 or 1-800-368-5834 x711. This content may be updated as a part of our ongoing efforts to improve the accessibility of our website. Last updated: 10/2021.

Employer Flyer

ILLINOIS workNet[®]
VIRTUAL JOB FAIR

Learn more at
www.illinoisworknet.com/virtualjobfairs

Meet Job Seekers Online Today!
Meet Job Seekers using Illinois workNet's Virtual Job Fair.
Virtual Job Fairs give employers the opportunity to host informational sessions and recruit potential candidates for job openings.

EMPLOYERS

Prepare	Outreach	Connect
<ul style="list-style-type: none"> Set up your Virtual Job Fair booth to start recruiting candidates for job openings. Request personal assistance in setting up your Virtual Job Fair event. 	<ul style="list-style-type: none"> Advertise your company's Virtual Job Fair for FREE with Illinois workNet's Event Calendar and announcement tools. Promote and recruit candidates using Illinois workNet's social media platforms. 	<ul style="list-style-type: none"> Meet and chat with potential candidates through Virtual Job Fair events. Highlight your company's open positions, benefits, and application process.

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Social Media Posts

Illinois workNet Virtual Job Fair: Outreach for Partners
JUNE 02021

Below are links to the Virtual Job Fair Flyers that are available as well as some samples you can use as talking points in sharing information about upcoming Virtual Job Fairs.

Virtual Job Fair Flyers:

- [Job Seekers](#)
- [Employers](#)

Sample 1 – Overview of VJF Tool:
Illinois workNet new tools are here for employers and job seekers!
Employers submit an Employer Booth and set up a Virtual Job Fair for job seekers to learn about your company and job openings.
Job seekers explore employer booths, access services available to you, and build a resume using the ResumeBuilder to prepare for upcoming virtual job fairs.
Head over to [illinoisworknet](#) to check out the new homepage designed for employers, job seekers, and [IllinoisVJF](#) information.

Sample 2 – Announcement of upcoming VJF Event:
Illinois workNet is hosting a Virtual Job Fair for **Name of Company Hiring on date at time!** They will be providing information about their company and how to apply for one of their **# of available job openings** job openings in **City, Illinois**. Register here ([include link to registration page included on the Employer Booth page](#))

Sample 3 – Reminder of upcoming VJF Event:
Don't forget to join [Illinois workNet](#) and **Name of Company Hiring** today at 2:00pm for the Virtual Job Fair! Registration is still open, hurry to reserve your spot! ([include link to registration page included on the Employer Booth page](#))

Sample 4 – Reminder of VJF tool and upcoming event:
Your job search just got easier with [Illinois workNet](#). We're bringing you Virtual Job Fairs, so there is no need to attend an in-person event when it's all done in the comfort of your home. Are you registered for **upcoming Virtual Job Fair event with Hiring Company?** Don't miss out on this hiring employer, they have **# of job openings** to fill! Register here: ([include link to registration page included on the Employer Booth page](#))