

Smartsheet Career and Job Fair Platform Job Aid

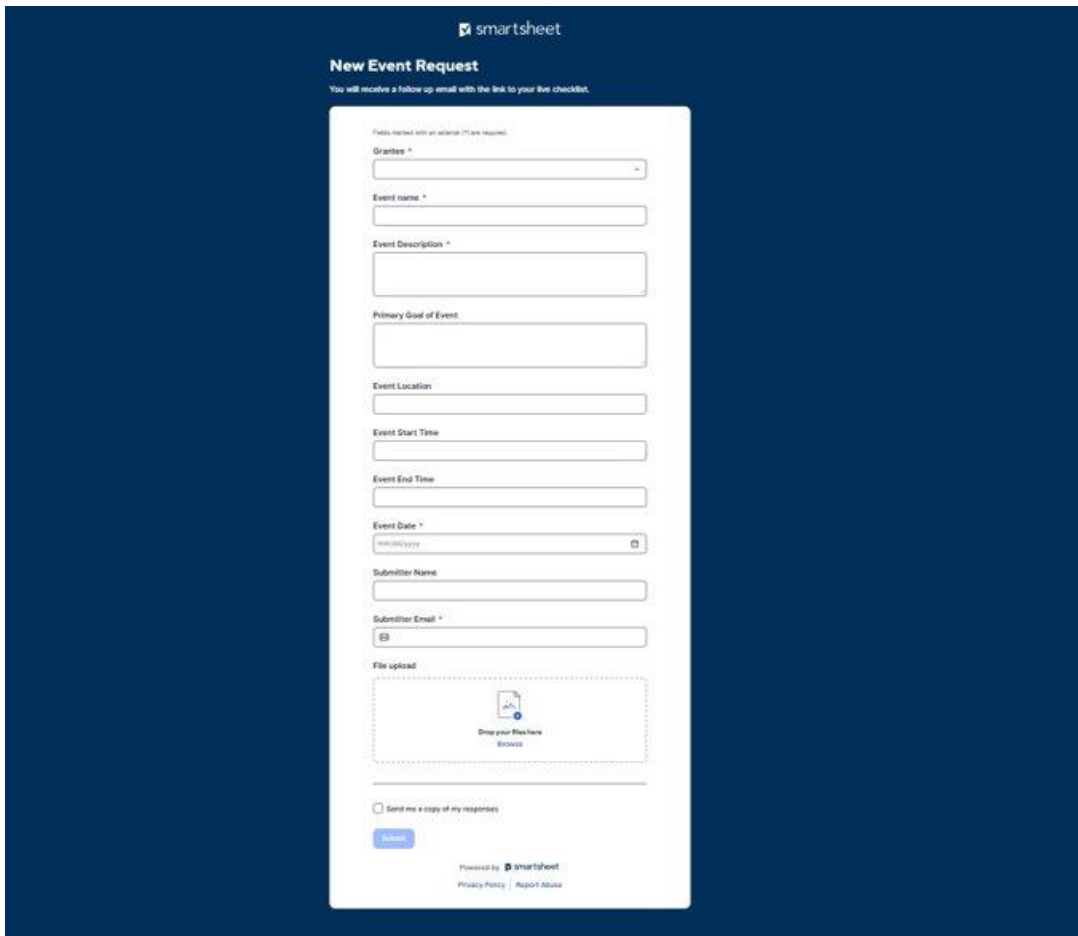
STEP 1:

[New Event Request](#) Link - This is where you will begin to create your Career and Job Fair event in the Smartsheet Platform.

Link: <https://app.smartsheet.com/b/form/019ddb4bb5307eab870216d18e7ab6e4>

STEP 2:

Enter your career and job fair information.



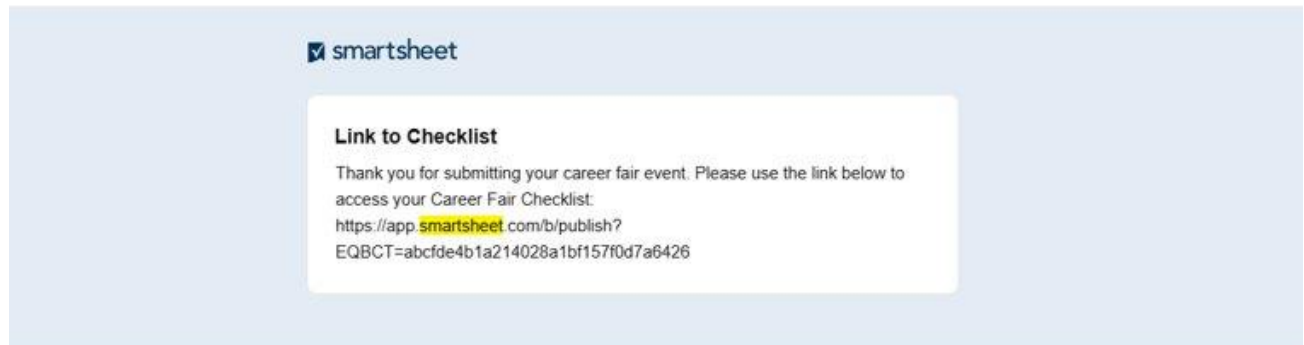
The screenshot shows the 'New Event Request' form on the Smartsheet platform. The form is titled 'New Event Request' and includes a subtext: 'You will receive a follow-up email with the link to your live checklist.' Below the title, there is a note: 'Fields marked with an asterisk (*) are required.' The form contains the following fields: 'Grantee' (a dropdown menu), 'Event name' (a text input), 'Event Description' (a text area), 'Primary Goal of Event' (a text input), 'Event Location' (a text input), 'Event Start Time' (a text input), 'Event End Time' (a text input), 'Event Date' (a date picker), 'Submitter Name' (a text input), 'Submitter Email' (a text input), and a 'File upload' section with a dashed box and a plus icon. At the bottom, there is a checkbox labeled 'Send me a copy of my responses' and a blue 'Submit' button. The footer of the form includes the text 'Powered by smartsheet' and links for 'Privacy Policy' and 'Report Abuse'.

STEP 3:



Smartsheet Career and Job Fair Platform Job Aid

You will receive an email that confirms your career/job fair has been received. This email will also include a link.



[Unsubscribe](#) from workflow id: 3403910816786308

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Please go to the link listed in the email and this will take you to your event page in the Smartsheet platform.



Smartsheet Career and Job Fair Platform Job Aid

Checklist :		smartsheet		
Career/Job Fair Checklist		Status	Explanation	Date Updated
1	Event		Ascending Knowledge Career Fair	07/27/26
2	Event ID		00036	07/27/26
3	Event Date		07/29/26	07/27/26
4	Grantee Contact			07/27/26
5	Career Services Contact		sarah.graham@illinois.gov	07/27/26
6	Question/Response from Grantee			
7	Question/Response from Career Services			
8	Event Approval Status	Pending	Notify Grantee QR Code and event is ready to go	
9	Job Aid Attached on this row			
10	Career Fair Planning			
11	Career Job Fair General Requirements	0%		
12	Engagement with graduates. (i.e. career services presentation, interviewing skills, resume workshop, retaining employment, strategies if denied into a program, etc.)	Pending	If blocked, please provide details	
13	Employer and DOI RAPs in attendance and set up at tables	Pending	Text box for list	
14	Coordinate with Illinois Works Career Services Specialist relating to the planning and execution of event.	In Progress		07/27/26
15	Establish Districts & Event Location	100%		07/27/26
16	Determine who will be invited	Completed	If blocked, please provide details	07/27/26
17	Schedule event location	Completed	If blocked, please provide details	07/27/26
18	Identify and reserve host site	Completed	If blocked, please provide details	07/27/26
19	Invite Attendees	33%		07/27/26
20	5-10 reputable contractors in the construction industry.	Completed	Text box for lists	07/27/26
21	5-10 representatives from DOI, Registered Apprenticeship Programs	In Progress	Text box for lists	07/27/26
22	All active program participants and previous IL Works graduates. Please correspond with IL Works Career Services team for updated contact information of graduates.	In Progress	If blocked, please provide details	07/27/26
23	Plan For Participants/Graduates Prof. Dev.	0%		
24	ILW Career Services to facilitate brief presentation on role of ILW Career Services	n/a	Text box for details of presenter	07/27/26

STEP 4:

In your event, you will begin to enter information in the status column using the drop-down options. Options in the drop-down include: Pending, In Progress, Completed, Issue, NA.



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			Date Updated
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3	Event Date		07/29/26
4	Grantee Contact		
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6	Question/Response from Grantee		
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8	Event Approval Status	Pending	Notify Grantee QR Code and event is ready to go
9	Job Aid Attached on this row		
10	Career Fair Planning		
11	Career Job Fair General Requirements	0%	
12	Engagement with graduates. (i.e. career services presentation, interviewing skills, resume workshop, retaining employment, strategies if denied into a program, etc.)	Pending	If blocked, please provide details
13	Employer and DOI RAPs in attendance and set up at tables	Pending	Text box for list
14	Coordinate with Illinois Works Career Services Specialist relating to the planning and execution of event.	In Progress	
15	Establish Districts & Event Location	100%	
16	Determine who will be invited	Completed	If blocked, please provide details
17	Schedule event location	Completed	If blocked, please provide details
18	Identify and reserve host site	Completed	If blocked, please provide details
19	Invite Attendees	33%	
20	5-10 reputable contractors in the construction industry.	Completed	Text box for lists
21	5-10 representatives from DOI, Registered Apprenticeship Programs	In Progress	Text box for lists
22	All active program participants and previous IL Works graduates. Please correspond with IL Works Career Services team for updated contact information of graduates.	In Progress	If blocked, please provide details
23	Plan For Participants/Graduates Prof. Day	0%	
24	ILW Career Services to facilitate brief presentation on role of ILW Career Services	n/a	Text box for details of presenter

STEP 5:

In your event, you will begin to enter information in the explanation column. This is where you can add specific event details, who will be attending, did your team find a space for the event, any issues that you and your team are encountering.



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5	Career Services Contact		sarah.graham@illinois.gov
6	Question/Response from Grantee		
7	Question/Response from Career Services		
8	Event Approval Status	Pending	Notify Grantee QR Code and event is ready to go
9	Job Aid Attached on this row		
10	Career Fair Planning		
11	Career Job Fair General Requirements	0%	
12	Engagement with graduates. (i.e. career services presentation, interviewing skills, resume workshop, retaining employment, strategies if denied into a program, etc.)	Pending	If blocked, please provide details
13	Employer and DOI RAPs in attendance and set up at tables	Pending	Text box for list
14	Coordinate with Illinois Works Career Services Specialist relating to the planning and execution of event.	In Progress	
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19	Invite Attendees	33%	
20	5-10 reputable contractors in the construction industry.	Completed	Text box for lists
21	5-10 representatives from DOI, Registered Apprenticeship Programs	In Progress	Text box for lists
22	All active program participants and previous IL Works graduates. Please correspond with IL Works Career Services team for updated contact information of graduates.	In Progress	If blocked, please provide details
23	Plan For Participants/Graduates Prof. Dev.	0%	
24	ILW Career Services to facilitate brief presentation on role of ILW Career Services.	n/a	Text box for details of presenter

STEP 6:

At the bottom of your event page, you will see the evaluations listed. You can click on the paperclip to the left of the event, and this is where you will find a QR code. You can click on the blue link to the right of the evaluation name, and this will take you to the specific evaluation. There are evaluations for event attendees, students/graduates and a self-evaluation for your team.



Smartsheet Career and Job Fair Platform Job Aid

Checklist :		smartsheet		
Career/Job Fair Checklist		Status	Explanation	Date Updated
51	Review professional expectations (dress, punctuality, communication).	In Progress	Enter Details Here	07/27/26
52	Assist participants in identifying target employers/RAPs.	In Progress	Enter Details Here	07/27/26
53	Ensure participants understand follow-up expectations.	In Progress	Enter Details Here	07/27/26
54	- Event Day and Event Evaluation			
55	- Day of Event Execution	60%		07/27/26
56	Assign staff roles (check-in, employer liaison, student support).	Completed	Enter Details Here	07/27/26
57	Prepare sign-in sheets for participants and employers.	Completed	Enter Details Here	07/27/26
58	Set up employer tables and signage prior to arrival.	Completed	Enter Details Here	07/27/26
59	Open event with welcome and overview of agenda.	In Progress	Enter Details Here	07/27/26
60	Monitor participant flow and provide coaching as needed.	In Progress	Enter Details Here	07/27/26
61	- Event Evaluation	0%		
62	Collect participant sign-in and attendance records.	In Progress	Enter Details Here	07/27/26
63	Collect employer and DOL RAP attendance and engagement.	In Progress	Enter Details Here	07/27/26
64	Gather employer/RAP feedback (e.g., quality of candidates, hiring interest, recommendations).	In Progress	Enter Details Here	07/27/26
65	Gather participant feedback (e.g., preparedness, employer interactions, clarity of next steps).	In Progress	Enter Details Here	07/27/26
66	Create evaluation system (See QR Codes attached below).	In Progress	Enter Details Here	07/27/26
67	- Create QR Codes and share at event			
68	Graduate/Student Evaluation		https://app.smartsheet.com/b/form/019ef101a78d7657b07de99aac0	07/27/26
69	Union / DOL RAP / Contractor		https://app.smartsheet.com/b/form/019ef10d9d337f6492361ce8713	07/27/26
70	Self Evaluation		https://app.smartsheet.com/b/form/019ef124b16c7b02945f0e4e20c	07/27/26
71	Evaluation Response Dashboard		https://app.smartsheet.com/b/publish?EQBCIT=70c92c55164a4db5f	07/27/26
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STEP 7:

Review feedback from your event on your evaluation dashboard.



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Checklist :				smartsheet			
Career/Job Fair Checklist				Status	Explanation	Date Updated	
51		Review professional expectations (dress, punctuality, communication).	In Progress	Enter Details Here		07/27/26	
52		Assist participants in identifying target employers/RAPs.	In Progress	Enter Details Here		07/27/26	
53		Ensure participants understand follow-up expectations.	In Progress	Enter Details Here		07/27/26	
54		- Event Day and Event Evaluation					
55		- Day of Event Execution	60%			07/27/26	
56		Assign staff roles (check-in, employer liaison, student support).	Completed	Enter Details Here		07/27/26	
57		Prepare sign-in sheets for participants and employers.	Completed	Enter Details Here		07/27/26	
58		Set up employer tables and signage prior to arrival.	Completed	Enter Details Here		07/27/26	
59		Open event with welcome and overview of agenda.	In Progress	Enter Details Here		07/27/26	
60		Monitor participant flow and provide coaching as needed.	In Progress	Enter Details Here		07/27/26	
61		- Event Evaluation	0%				
62		Collect participant sign-in and attendance records.	In Progress	Enter Details Here		07/27/26	
63		Collect employer and DOL RAP attendance and engagement.	In Progress	Enter Details Here		07/27/26	
64		Gather employer/RAP feedback (e.g., quality of candidates, hiring interest, recommendations).	In Progress	Enter Details Here		07/27/26	
65		Gather participant feedback (e.g., preparedness, employer interactions, clarity of next steps).	In Progress	Enter Details Here		07/27/26	
66		Create evaluation system (See QR Codes attached below).	In Progress	Enter Details Here		07/27/26	
67		- Create QR Codes and share at event					
68		Graduate/Student Evaluation		https://app.smartsheet.com/b/form/019ef101a78d7657b07de99aac0		07/27/26	
69		Union / DOL RAP / Contractor		https://app.smartsheet.com/b/form/019ef10d9d337f6492361ce8713		07/27/26	
70		Self Evaluation		https://app.smartsheet.com/b/form/019ef124b16c7b02945f0ef4e20c		07/27/26	
71		Evaluation Response Dashboard		https://app.smartsheet.com/b/publish?EQBCT=70c92c55164a4db5f		07/27/26	
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The Evaluation Dashboard is the last link listed.

67		- Create QR Codes and share at event					
68		Graduate/Student Evaluation		https://app.smartsheet.com/b/form/019ef101a78d7657b07de99aac0		07/27/26	
69		Union / DOL RAP / Contractor		https://app.smartsheet.com/b/form/019ef10d9d337f6492361ce8713		07/27/26	
70		Self Evaluation		https://app.smartsheet.com/b/form/019ef124b16c7b02945f0ef4e20c		07/27/26	
71		Evaluation Response Dashboard		https://app.smartsheet.com/b/publish?EQBCT=70c92c55164a4db5f		07/27/26	
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This is what the Evaluation Dashboard looks like:



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File View Evaluations 100% Share

Graduate Evaluations													
Event ID	Job Fair Quality Rating	Event Date	Program Evaluation Date	Program Name	Job Fair Usability	Opportunity Variety	Contractors Met Count	DOL RACI Met Count	Unions Met Count	Other Orgs Met Count	Opportunities Offered	Sponsorships Offered	DOL RACI Offered

Organization Evaluations													
Event ID	Organization Type	Agency Rating	Grantee Staff Rating	Assessments Rating	Flowing Rating	Layout Signage Rating	Graduate Quality Rating	Signatures Met Rating	Interviewing Candidates	Interview Count	Offers or Hires Made	Offers or Hires Count	Contact Interest

Self Evaluations													
Event ID	Event Date	Grantee Name	TSC Name	Event Name	Contractors Visited Count	Contractors Solicited Count	DOL RACI Visited Count	DOL RACI Solicited Count	Grantees Visited Count	Grantees Solicited Count	Unions Visited Count	Unions Solicited Count	DOL Solicited Count

