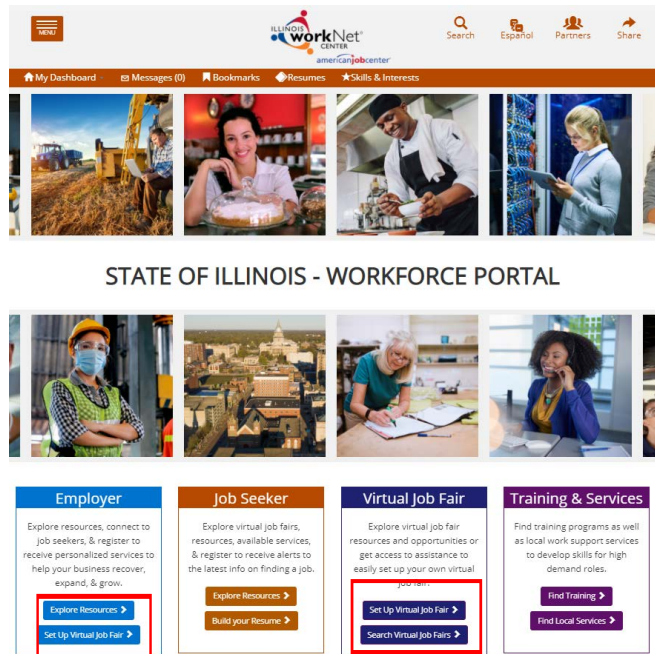


## Illinois Virtual Job Fairs

1. Go to the Illinois workNet homepage: <https://www.illinoisworknet.com/>

2. **Select Set-Up Virtual Job Fair** from Employer or Virtual Job Fair choices. You will be taken to a landing page from which potential employees can look for Virtual Job Fairs or you can create one for your company.  
*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.*



3. **Select Set-up Virtual Job Fair** – to set up a booth for a Virtual Job Fair. Once you are signed into your account then you can:

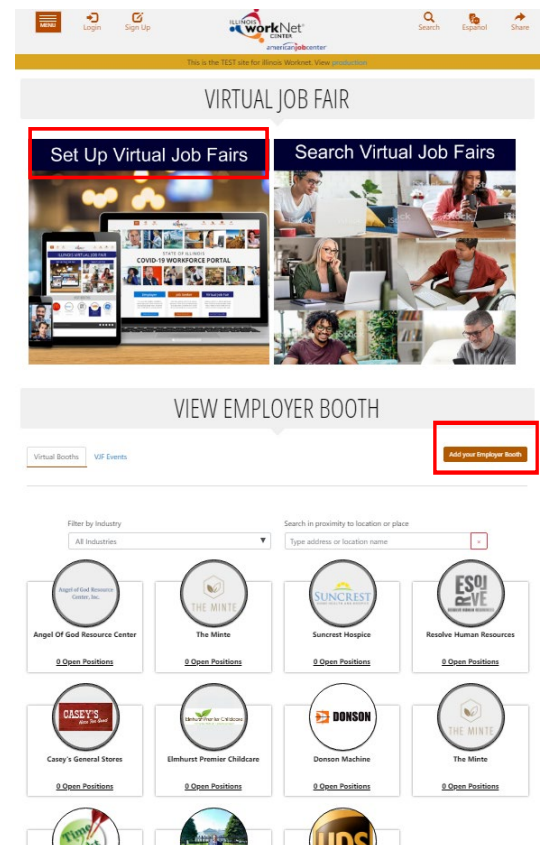
- **Review** the step-by-step instructions,
- **Build** your employer booth

Employer booths show on the landing page. Two view options are:

- By employer booth
- By calendar view

4. **Complete the information** on your own:

a. **Create your Booth** - Complete the form to enter your organization into the VJF employer database. The booth adds your organization to the Virtual Job Fair page. Job seekers will be able to search for your booth by proximity, openings by industry or event date. After you complete the information and submit, you will be able to edit the information. Your booth will be “under review”. You will be contacted once your



booth and event are approved.

b. *Event information* – You have two options to create a live event:

- Host a live event on your own.
  - Date
  - URL for the event
- Request assistance for hosting an event:
  - Preferred event dates
  - Contact information for the person coordinating the event
  - Type of VJF participation
    - Only my organization during the live session. Would include group chat and if time allows, one-to-one open microphone or video chat.
    - Multiple similar employers in coordinated sessions. You would explain your open positions in turn with other employers who might be in a similar industry, population or region. This would an explanation with follow-up group chat.
  - Intended audience
  - Non-native English speakers and translator

**Things to Consider:**

While you are waiting for your booth to be approved, complete your organization's presence by:

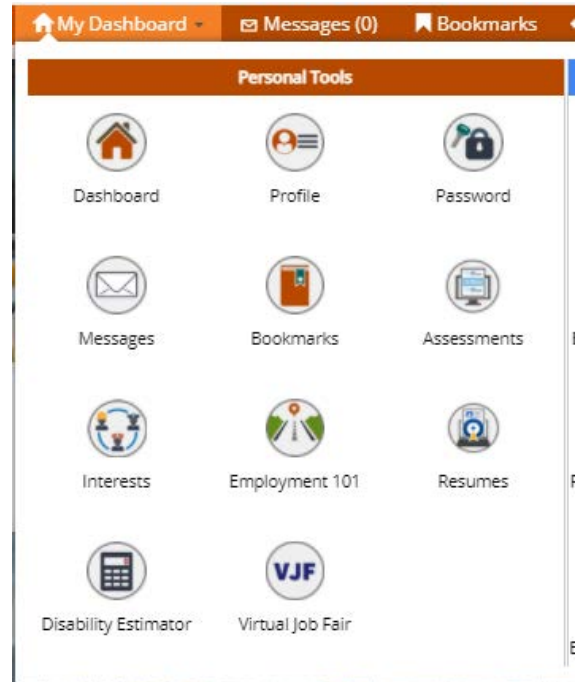
- Adding Documents that applicants may need to review including hiring documents, organization brochures, checklists, etc.
- Add a Link to locations on your website that will help the applicant understand your business.
- Add Virtual Job Fair Live Events

c. While you are waiting for the booth approval:

- *Add Documents*
- *Add Links*

5. **Add or Edit** – after your booth is created you can edit booth information or add VJF event, documents, or links from your account through your Illinois workNet My Dashboard

- View booth details (grey icon)
- Edit booth information (blue icon)
- Request Assistance with VJF Event (green icon)



Employer Details	Booth ID	Status	Submission Date	Start Date	End Date	Actions
[REDACTED]	afd7a	Active	9/4/2020 3:25 PM	9/9/2020	4/1/2021	[Icons for document, link, and refresh]

6. **Upload** - After the event is complete, upload the recording of your event to the links tab so others who were unable to attend can view the recording. If you are using Illinois workNet Zoom, we will upload it for you within three business days.
  - a. **Click** the Green “Manage Job Fairs” button
  - b. **Click** the Edit box in the job fair row.
  - c. **Add** the link to the recording of your VJF

Employer Details	Booth ID	Status	Submission Date	Start Date	End Date	Actions
	afd7a	Active	9/4/2020 3:25 PM	9/9/2020	4/1/2021	



## Manage Memorial Health System Job Fairs

[← Back to Manage Booths List](#)

[Add Virtual Job Fair](#)

Start Date	End Date	URL	Archive URL	Created	Created By	Options
10/1/2020 1:00 PM	10/1/2020 1:30 PM	https://apps.illinoisworknet.com/Calendar/Home/EventDetails/49460	https://youtube.com/watch?v=2wldX7A	9/25/2020	daniel.mariscal	
10/22/2020 1:00 PM	10/22/2020 1:30 PM	https://apps.illinoisworknet.com/Calendar/Home/EventDetails/49613	https://youtube.com/watch?v=1ujcpKE1Mes	10/7/2020	daniel.mariscal	

**Add New Job Fair**

Start Date \*  End Date \*

Job Fair URL \*

Archived Job Fair URL

[Close](#) [Add](#)

## Booth Appearance

All visitors to Illinois workNet will have the ability to see the Virtual Job Fair booths on the website. Two options are available:

- **Virtual Booths** – visitors click on an Employer icon. The icon opens to the Employer Booth that contains the information that you entered.
- **Virtual Job Fair VJF** – Events (Calendar) – visitors click on an event.

Filter by Industry:

Search in proximity to location or place:

**Angel Of God Resource Center**

0 Open Positions

**The MINTe**

0 Open Positions

**Suncrest Hospice**

0 Open Positions

**Casey's General Stores**

0 Open Positions

**Elmhurst Premier Childcare**

0 Open Positions

**Donson Machine**

0 Open Positions



**VIEW EMPLOYER BOOTH**

[Add your Employer Booth](#)

Virtual Booths
VJF Events

**ILLINOIS VIRTUAL JOB FAIR**

[Go back to full listing](#)

**The MINTe : Virtual Job Booth**

**The MINTe**

Website: <https://theminthe.com/>

Location Information: 230 W. Superior, 2nd floor, Chicago, IL 60654

**Job Information**

Job Posting Information: [View 1 Openings](#)

Job Posting Industries: Computer and Mathematical

**Employer Description**

The MINTe is a venture backed, Chicago-based Company which provides cleaning and housekeeping services to over 150 luxury apartment and condo buildings in Chicago, Baltimore and Washington D.C. We are full-service company who takes care of our clients every step of the way. We offer so much more than a clean space. Our in-depth training program gives our housekeeping team members the confidence to provide superior service.

**Employer Contact**

Maggie Komwik  
maggie.komwik@theminthe.com  
[Contact Now](#)

**Upcoming VJF**

No virtual job fairs have been added.

**Archived Job Fair Videos**

No virtual job fairs have been archived.

**Documents**

No documents have been uploaded.

**Links**

No links have been added.

**Event Calendar**

City or ZIP Code:  3 miles

Keywords:

LWIA:

[Add Event](#) [Manage Events](#) [Reset](#) [Export](#)

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						21
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

➔

## Best Practices:

- *Plan your agenda.* It might include:
  - Time to discuss your company, products and services, corporate culture, and outlook. Consider using a PowerPoint or MP4 video highlighting your company.
  - Jobs highlighted in the Virtual Job Fair.
  - Hiring process after the Virtual Job Fair.
  - Next steps including spending a few minutes with each of the attendees.
- *Test equipment* before the event. We can provide Zoom training if your organization does not have its own virtual meeting space. Make sure your web cam and headphones or microphone work. System Software Requirements: Security/IT enables internet access to Zoom.
- *Lighting* – Ensure that your face will be lit appropriately without shadows.
- *Background* – if you can, include an organization logo in your background.
- *Space* – a private room with limited external noise is the best option to conduct a virtual meeting.
- *Translation* – if your organization hires individuals who are non-English speakers, have a person who is able to translate for you if an attendee does not speak English.
- *Organization Landing Page* – make sure the information on your Illinois workNet Virtual Job Fair page will guide applicants to the right spot on your website for applications.
- *Applicants* – compare registrants for the job fair to attendees to applicants. If you use Illinois workNet assistance, we will provide you with a list of event registrants, and a list of those who attended. You can then compare that list to the applications you receive.
- For more information about Virtual Job Fairs, refer to our [VJF FAQ page](#).