Job Fair Checklist

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|  | **TASK** | **DATE** |
| ✔ | **Before the Career Fair** | MM/DD/YYYY |
|  | **Decide Which Venues to Attend**  Venue Name Date Venue Name Date Venue Name Date |  |
|  | **Register for the Job Fair in Advance** |  |
|  | **Develop Recruitment Objectives** |  |
|  | **Select Your Team** |  |
|  | **Create a Booth Schedule** |  |
|  | **Plan and Prepare for Interviews** |  |
|  | **Order and Collect Materials**  Business cards  Name tags  Brochures about the company  Job descriptions  Giveaways  Table cover  Pens and/or pencils  Water/snacks for booth staff  Table and chairs (if not provided at event) |  |
|  | **Make Travel Arrangements** |  |
| ✔ | **During the Job Fair** | MM/DD/YYYY |
|  | **Set Up Interviews With Candidates** |  |
|  | **Brand Your Booth for Job Seekers** |  |
|  | **Network** |  |
|  | **Workshops** |  |

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|  | **Contests and Giveaways** |  |
|  | **Demonstrations and/or Videos** |  |
| ✔ | **After the Career Fair** | MM/DD/YYYY |
|  | **Gather Candidate Data** |  |
|  | **Follow Up with Candidates** |  |
|  | **Strategize for the Next Job Fair** |  |
|  | **NOTES:** |  |