

Job Fair Checklist

	TASK	DATE
✓	Before the Career Fair	MM/DD/YYYY
<input type="checkbox"/>	Decide Which Venues to Attend Venue Name _____ Date _____ Venue Name _____ Date _____ Venue Name _____ Date _____	
<input type="checkbox"/>	Register for the Job Fair in Advance	
<input type="checkbox"/>	Develop Recruitment Objectives	
<input type="checkbox"/>	Select Your Team	
<input type="checkbox"/>	Create a Booth Schedule	
<input type="checkbox"/>	Plan and Prepare for Interviews	
<input type="checkbox"/>	Order and Collect Materials <ul style="list-style-type: none"> <input type="checkbox"/> Business cards <input type="checkbox"/> Name tags <input type="checkbox"/> Brochures about the company <input type="checkbox"/> Job descriptions <input type="checkbox"/> Giveaways <input type="checkbox"/> Table cover <input type="checkbox"/> Pens and/or pencils <input type="checkbox"/> Water/snacks for booth staff <input type="checkbox"/> Table and chairs (if not provided at event) 	
<input type="checkbox"/>	Make Travel Arrangements	
✓	During the Job Fair	MM/DD/YYYY
<input type="checkbox"/>	Set Up Interviews With Candidates	
<input type="checkbox"/>	Brand Your Booth for Job Seekers	
<input type="checkbox"/>	Network	
<input type="checkbox"/>	Workshops	

<input type="checkbox"/>	Contests and Giveaways	
<input type="checkbox"/>	Demonstrations and/or Videos	
<input checked="" type="checkbox"/>	After the Career Fair	MM/DD/YYYY
<input type="checkbox"/>	Gather Candidate Data	
<input type="checkbox"/>	Follow Up with Candidates	
<input type="checkbox"/>	Strategize for the Next Job Fair	
	NOTES:	