



**“Putting People to Work”  
STT/STJ Job Fair**

## **Supplemental Information**

### **Free Registration Includes:**

- A table with 2 chairs at the event (Please indicate if more chairs are needed)
- Tablecloth with placard (Please indicate if bringing company or agency tablecloth)
- Representative name tags at event
- Feature promotion of company or agency during event marketing efforts
- Professional development opportunity for employers only
- Refreshments at the event

### **Items for Submission:**

- Employer Registration Form
- Company or Agency Logo
- List of Vacancies and Job Descriptions
- Names and titles of company or agency representatives
- A description of any special accommodations

### **Things to Consider:**

- **On-site Interviewing**
  - By October 29<sup>th</sup>, please indicate whether your company or agency will be interviewing and what space you desire to conduct those interviews (on main floor *or* in private room). Main floor interviews are good for initial screening interviews, whereby a company or agency has the option of conducting more extensive interviews for prime candidates while at the event. (Please note that private rooms will be limited and will be assigned on a first come first serve basis).
- **Company Marketing Tools**
  - Remember that your company and its vacancies are the highlight of the Job Fair. Please feel free to bring company items to display on your table and/or share with the participants. As per the request of the venue, please do not bring items related to political candidates or with the aim of campaigning.

Please submit “Items for Submission” and other inquiries to [sdaughtry@legvi.org](mailto:sdaughtry@legvi.org) and ensure to identify your company or agency name.

We look forward to your participation.  
For continuous updates, visit us on Facebook.



**“Putting People to Work”**