

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN14-14

Date: November 7, 2014

Expiration Date: 12/7/16

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ANNOUNCING FIRST STATE OF CALIFORNIA VIRTUAL CAREER FAIR

The first State of California Virtual Career Fair connecting California job seekers, including veterans, military families, and people with disabilities, will take place on Wednesday, November 19, 2014, from 12 noon to 3:00 p.m. During this event, job seekers will have the opportunity to participate in an online job fair that will allow them to:

- Connect with over 30 California employers looking to fill jobs statewide;
- Engage in one-on-one conversations with recruiters in real time via online chat;
- Share their résumé, experience, and expand employment connections
- Be recruited for employment and follow up with employers after the event has ended

In preparation for this event, please note that advanced registration is required to attend for all interested job seekers. To register, job seekers should visit the following link: [State of California Virtual Career Fair](#). A list of participating employers is also available at this link for reference.

Job seekers are also encouraged to complete the attached handout and view the following video describing what steps to take prior to the event in order to maximize the benefits of attending: [Video Presentation](#). Job seekers will be asked to enter their name (first and last), e-mail, and select if they are registered with CalJOBSSM for informational purposes in order to view the video.

America's Job Centers of CaliforniaSM (AJCC) staff is highly encouraged to notify all job seekers of the event, assist them with registration, and coordinate pre-preparation activities such as the availability of space and job center computers for the day so that job seekers can attend the virtual career fair from any AJCC if necessary. Staff is also encouraged to share event information with workforce partners throughout their local communities. This event will also be marketed through CalJOBSSM and the Employment Development Department (EDD) websites, including Facebook and Twitter social media channels.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

For questions regarding the virtual career fair, please contact Natalie Higginbotham at Natalie.Higginbotham@edd.ca.gov.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachment



State of California Virtual Career Fair

November 19, 2014 | 12 noon – 3 p.m.

Preparing for a Virtual Career Fair

✓ Before the event, be sure to:

- Register online (https://www.brazenconnect.com/event/state_of_ca_virtual_career_fair)
- Ask someone you know and trust to review your resumé
- Upload your resumé
- Check your social media sites

✓ How will you introduce yourself? Think about your basic elevator speech and write it down so you don't need to think about it on the day of the event.

Introduction Examples (basic elevator speech):

Accountant: "Hi. I am Julia Smith. I am an accountant with 10 years experience in the insurance industry and I'm looking for opportunities in the Los Angeles area with both insurance and finance companies..."

Customer Service: "Hi! I am Samuel Jones. I am a creative and motivated person with a passion for people. I want to contribute my unique perspective to a company. I have several years of experience in customer service..."

✓ Make a "short list" of some of the skills you want to highlight during your conversations with recruiters.

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✓ Take some time to research the companies scheduled to attend the career fair. Think about who you would like to connect with and *why*. Have some notes ready for the day of the event. Highlight or circle your “priority” companies. *Make additional copies of this page if necessary.*

Company	
This company interests me because:	
Position(s) of interest:	
Skills I have related to the position(s):	
I am a good match for this company because:	
Other notes:	

Company	
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Position(s) of interest:	
Skills I have related to the position(s):	
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