

## Virtual Job Fair & Coffee with Employer Work Plan

<b>Work Flow Activities:</b>	<b>Due Date:</b>
Identify Employer: Laird Manufacturing	<b>05/28/2020</b>
<b>Create flyer</b> for job seekers w/ Zoom & <b>Eventbrite</b> registration details	<b>5/29/20 &amp; 6/1/20</b>
Create <b>Power Point</b> slide for employer w/ Worknet info: wait background, list of openings, requirements, Worknet center information, etc. (Present to employer for approval)	<b>6/8/2020</b>
Promote flyer on social media & email blast (allows 2 weeks to promote Coffee w/ the Employer)	<b>6/12 &amp; 6/22 &amp; 6/26</b>
Worknet to promote How to use Zoom on social media for participants to join	<b>Daily until 6/10</b>
Set-up Zoom Practice for Coffee with the Employer and send invites to Laird & Worknet staff (practice)	<b>6/16 &amp; 6/18</b>
Promote reminders for upcoming virtual job fair.	<b>6/26 &amp; 6/30 &amp; 7/7</b>
Revise the Power Point, edit or add, submit to employer and dept. heads for final approval.	<b>6/29/20</b>
***** <b>Coffee w/ the Employer</b> *****	<b>06/30/2020</b>
Conduct second practice w/ employer on Zoom. Confirm slides are visible, audio works, camera, etc.	<b>06/30 &amp; 7/1/2020</b>
Conduct last practice session w/ feedback on Zoom. Validate all technical settings are a go.	<b>7/7 &amp; 7/8/2020</b>
Go live w/ Hiring Event	<b>07/09/2020</b>