



**St. Clair County
Intergovernmental Grants Department
Workforce Development Group**



Dear Employer:

We know many businesses are short-handed. We would like to help you with recruiting! The Metro East Regional Chamber of Commerce, in partnership with St. Clair County Intergovernmental Grants Department – Workforce Development Group, is hosting a *virtual* job fair on **Wednesday, July 7, 2021 and Thursday, July 8, 2021 from 9:00 a.m. to 11:30 a.m.** each day and registration is **FREE**.

The virtual job fair will be via Illinois workNet's virtual job fair platform. Due to the virtual platform, we will need to limit this to 10 employers each day. This Job Fair is limited to employers with hourly or salary positions (preferably W-2 employers).

Here's how this is done –

1. establish a virtual job fair booth on Illinois workNet (see the attached instructions).
2. On the day of the event, via Zoom, each employer presents about the business, positions available, and give instructions for applying for the available positions. Job seekers will be able to ask questions.

Illinois workNet will record the event and it will be archived on your virtual job fair booth. If a job seeker was not able to attend during event hours, the recording is available to gain the information presented. Once the virtual job fair booth is established, it remains on Illinois workNet for as long as you desire. At a later date, you can have your own individual event, if you would like.

We will promote the virtual job fair through a variety of social media and electronic formats to attract many qualified job-ready applicants.

To reserve a space for this event –

1. Follow the attached instructions to complete your virtual job fair booth as soon as possible.
2. Then, contact Cindy Layman directly at (618) 825-3254 or cynthia.layman@co.st-clair.il.us to indicate which day you want to participate.

This IS a first come, first serve opportunity. **BOTH** steps must occur to be in the event.

Virtual Job Fairs are conducted via Zoom.

Please follow the steps below and contact me any time with any questions at (618) 825-3254.

1. Your first step is to create an account on Illinois WorkNet if you don't already have one. Click here to create your account: <https://www.illinoisworknet.com/Pages/Register.aspx?ReturnUrl=/Pages/Register.aspx>
**When you create this, it may appear that it is for individuals rather than businesses, but it is indeed for businesses.*
2. Once you create an account, you will need to create an employer booth here: <https://www.illinoisworknet.com/VirtualJobFairs/Pages/AddBooth.aspx>.
3. During the event, job seekers will see your booth and you can show a PowerPoint and talk about job openings and how to apply.
**I have a PowerPoint template. If you would like to use it, let me know.*
5. Share the event, or any information on your website and social media pages. Please feel free to tag us!

The Day of the Event:

1. Log in at least 15 minutes early.
2. You will log in to the Zoom link that participants use (which is provided closer to the event).
3. If you are not familiar with Zoom and want to do a practice run with us, let us know. We are happy to do so!

Again, please call with any questions at any time at (618)825-3254 or email me at Cynthia.layman@co.st-clair.il.us.