



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter® network

How to Get the Most Out of a Cook County Career Connector Event

Finding the staff you need in a post-pandemic economy



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter® network

Building Your Team in a Post Pandemic Economy

The Cook County Career Connector Program is comprised of large and small hiring events throughout the county at sites within The Chicago Cook Workforce Partnership's network.

The Program promotes **a more inclusive and equitable economy as Cook County emerges from the pandemic by connecting all Cook County residents through meaningful access to quality jobs and connecting Cook County employers to a skilled and diverse talent pool.**



Be strategic about which type of event to attend:

1

- Industry Sector
- Venue
- Type of event
(In Person, Virtual, Hiring Event, Networking)



Confirm all job opportunities available

- Advertise opportunities on your website and via other tools
- Use variety of recruitment methods
- Streamline application process



3

Register *Early*,
Review registration details,
Attend pre-event orientation session, and...

ASK QUESTIONS

Develop your **Recruitment Objectives** for the event
(i.e., number of candidates you seek for specific job titles
and roles)

4



Select Best Team to Represent Your Organization at the Event

5

Proper Coverage (send those with hiring authority)

Personable, outgoing people who can speak to business culture and who know and can discuss open job titles and roles



Set up a booth rotation schedule

Include staff coverage for short breaks, lunch time and a contingency plan for coverage in the event of an emergency





7

Plan and Prepare for Interviews

Usually quick "meet and greet," followed by 5–10-minute interview to determine candidate qualification

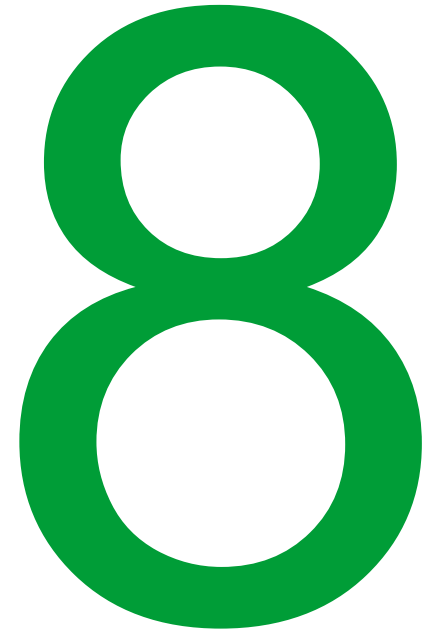
- Develop process to confirm details listed on resume as initial candidate screening phase
- Thoroughly answer applicant questions
- Ask follow-up questions
- Discuss and schedule next steps in interview and/or onboarding process



Day Of Event

Plan to arrive early and stay until the end of the event.

Ensure all materials feedback shared with "new" staff at event if/when shift change.



Top 10 Ways for a Company to Get the Most Out of a Hiring Event



Bring Marketing Materials

Business cards w/ recruiter contact information, business branded tablecloths, signage, pens, paper, staplers



Post-Event Plan

We want to know the following generally within 30, 60 and 90 days:

- Number of candidates interviewed
- Number of conditional offers made; with or without benefits, hiring package details, etc.
- Next steps
- Hire dates, salaries, job titles, etc.

10

Connect with the Chicago Cook Workforce Partnership

Business can access grants to train their staff.

Training Reimbursement Grants

▶ For your existing employees

Incumbent Worker Training (IWT) provides resources to re-train existing employees, fill skills gaps, and remain competitive.

▶ For pre-hire group training

Customized Training allows companies to design specialized programs to meet specific or unique industry requirements for new hires.

Wage Reimbursement Grants

▶ For training new hires

On-The-Job (OJT) Training is a “hire-first” program in which the employer enters into an agreement to hire, train, and retain an individual upon successful completion of the training program.



Stay Connected!

For more information about training grants,
please reach out:

Dave Swanson
Business Relations Specialist
DSwanson@ChiCookWorks.org

Tonya Cody-Robinson
Business Relations Specialist
TRobinson@ChiCookWorks.org

