



**March 30- April 1, 2021**

## Virtual Job Fair Checklist

Employer Name:

Point of Contact (Name & Contact Information):

Company Website (If not easily searchable):

Location of positions or if Statewide & # of positions:

Which chat provider will you be using or for static pages what contact information to use for Job Seekers (LINK, ACCESS CODE, ETC.) (Zoom, Skype, Goto Meetings, Teams, WebEx, etc.):

Schedule available for chat (Dates, Times, or Period of Time):

Company or organization marketing guidance or attachments (Logos, Specific Color, etc.):

Information your company or organization would like to highlight (Benefits, Perks, Training Opportunities, or why is it a great place to work, etc.)

If your organization has previously participated in an Alaska Department of Labor & Workforce Development virtual job fair, you do not need to resend digital media or marketing materials.

Please return to [rachel.james@avtec.edu](mailto:rachel.james@avtec.edu) by **March 15, 2021**