



Single Point of Contact Linking *Employer Needs*  
to an *Untapped Workforce*

# HIRING EVENT

**Thursday, September 19, 2019**

**12 - 1pm - Check-in/Registration**

**1 - 3pm - Interviews**

**Hyland - Building 3**  
28105 Clemens Rd.  
Westlake, OH 44145

**Be prepared to meet and interview with area employers.  
Complete job applications in advance and bring your resume.  
Please dress professionally (wear shirts with collars, no jeans).**

**For more information or to register, email [Daly.Jared@CuyahogaBDD.org](mailto:Daly.Jared@CuyahogaBDD.org).  
Registration is mandatory. Deadline to register is Sept. 12.**

**This hiring event is only for job seekers connected to one of our many partners.**  
Visit [EmploymentCollaborative.com](http://EmploymentCollaborative.com) to view a list of ECCC partners and learn more.



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# You're interested! What Next?



**BEFORE**  
at home



- Check out the jobs that are available
- Create a resume
- Find out if you can apply for any jobs before the event
- **Apply!**

Applications can be found online or on paper

Turn in finished application online or plan to bring it with you

*Seek help from staff, family or friends, as needed.*



**THAT DAY**  
at home

- **Plan to arrive 15-20 minutes early**



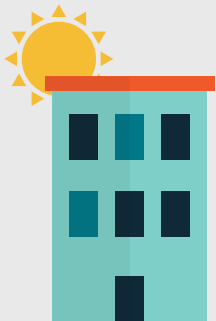
- **Take pride in your appearance**

Shower, brush your teeth, comb your hair

Wear nice, clean clothing; no jeans or t-shirts



- **Bring copies of your resume and job applications**



**THAT DAY**  
at event

- **Meet with staff from the places you want to work**

Introduce yourself

Make eye-contact ~ Shake hands

Plan to speak for 10-15 minutes

Be prepared to talk about why you are a good employee

Be prepared to answer interview questions

*Why do you want to work here?*

*What kind of work have you done in the past?*

*What things do you do well?*

*What skills do you want to improve?*

*How well do you get along with others?*

*What ways are you helpful to coworkers/customers?*

**Ask if you can follow up**

If yes, ask for contact info



**AFTER**  
at home

- **Call or email to follow up and say thank you**

Remember -It may take two-three weeks to hear back, so try to be patient.

## Good Luck!

