# **Plan for the 2020 NFB National Career Fair** Tuesday, July 14 | 1:00 to 4:00 p.m. EDT

Dear Employers and Jobseekers:

Thank you for your interest in the 2020 NFB National Career Fair. Our plan this year is to have the Career Fair on Tuesday, July 14 from 1:00 to 4:00 p.m. Eastern Time. That means it will start at noon Central, 11 a.m. Mountain, 10 a.m. Pacific, 8 a.m. Alaskan, and 7 a.m. Hawaiian-Aleutian. Here’s how it will work.

## Registration:

In order to participate in the Career Fair, employers and jobseekers will be required to register ahead of time. Registration will end at 10 p.m. EDT on Sunday, July 5, 2020. Registrations will not occur after then. There will be no walk-ins or last-minute registrations this year for technical reasons.

Employer registration: [nfb.org/form/career-fair-employer-registration](https://www.nfb.org/form/career-fair-employer-registration)

Jobseeker registration: [nfb.org/form/career-fair-jobseeker-registration](https://www.nfb.org/form/career-fair-jobseeker-registration)

## Employer Information:

This year’s Career Fair will be on Zoom. Our plan is to give each employer a Zoom room. At every hour and half-hour, employers will be expected to provide an overview of their organization and employment opportunities, leaving time for questions from jobseekers before the next overview begins.

In addition to having at least one recruiter to provide the overview and talk to jobseekers, it will be necessary for each employer to provide an individual to manage the Zoom room, mute participants, and allow individuals to ask questions. Jobseekers who have attended one half-hour session should be asked to leave the Zoom room to allow space for new people.

Jobseekers who want to have more in-depth discussions or interviews with employers should schedule them outside the Career Fair by calling or emailing employers using the contact information provided a week before the Career Fair.

## Employer and Jobseeker Information:

We will have a Zoom room for the Employment Committee in case employers or jobseekers have questions at the time. More information on that will be provided to all employer and jobseeker registrants.

On Monday, July 6, we will send each jobseeker contact information for the employers registered for the Career Fair so they can send resumes and cover letters to employers who interest them. We will also send each employer the resumes of all registered jobseekers. In that way, both parties will be able to contact each other and arrange to meet before, during, or after the Career Fair.

Each registered employer and jobseeker will receive technical information on how to use our Zoom system. Everyone who wants to participate will need to download free Zoom software onto their computer or phone in order to access the system we are using for the Career Fair and the Convention.

## Questions?

This is the most accurate information that we have on the NFB 2020 Career Fair plan to date. If there are any changes, you will be notified. If you have questions, please email Dick Davis at [ddavis@blindinc.org](mailto:ddavis@blindinc.org) or John Dubay at [jdubay@strategiccontactsolutions.com](mailto:jdubay@strategiccontactsolutions.com).

If you are in doubt about what to do, please register, as that will get you on our mailing list. You can withdraw before the Career Fair if you decide not to participate. There is no charge for employers or jobseekers to attend. Note: registering for the Convention or the Exhibit Area does not register you for the Career Fair; you must register using one of the above links.

We would have liked to give you this information earlier, but as is the case with many organizations facing COVID-19, we have had to put our plans for the 2020 NFB National Convention together piece by piece, learning as we went.

Since this is the first time we have taken on such an immense task, we cannot guarantee that things will run perfectly or that we won’t have to make some changes. But I can promise you we will do our best to make this Career Fair a success for everyone.

Best wishes,

Dick Davis, Chair

NFB Employment Committee

Updated June 16, 2020