



## Yellow Ribbon Reintegration Program

For Those Who Serve and Those Who Support<sup>SM</sup>

### JOB FAIRS<sup>1</sup>

The Job Fairs guide explains the goals and components of an Employment Assistance Workshop. A sample of a job fair workshop flyer is also included.

#### BENEFITS OF A JOB FAIR

Hosting a job fair can help you:

- Gain and maintain support from potential employers.
- Educate customers and stakeholders about the needs of Service Members and families.
- Advocate within the Department of Defense (DoD) for benefits Reserve Component Employers.
- Advocate for employer issues of Service Members and their families.
- Provide more opportunities for Service Members and families to find work after deployment.

#### GETTING STARTED

- Select a location that is nearby (or the same as) your Yellow Ribbon Reintegration Program venue, has plenty of parking for visiting employers, and is easily accessible to local highways and/or an airport.
- Select a hotel that can handle a large number of attendees, adequate parking, and is easy to access. Find ways to negotiate with the hotel on price, such as including their name on the advertisement.
- Advertise your job fair.
  - Radio is inexpensive and reaches a wide variety of different people. Ask for a government or Military discount when developing advertisements. Try to have your ads played during prime time hours.
  - Newspapers can become expensive, depending on the size of the ad and how many days it gets printed. Start the ad two weeks before the job fair; make sure the ad will also appear on the internet site of the newspaper.
  - Television is the most expensive way to advertise, but if you advertise during prime newscast times, it gets the information out to the widest number of people. Always ask for Military rates and take any free spots offered.
  - Emails and pamphlets can be distributed through Unit sources, such as Family Readiness Groups.
  - Posters and flyers can be mailed to local Reserve Units to display at assemblies.

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<sup>1</sup> Adapted from Texas; Last Updated December 2014



## FINANCE REQUESTS

- Complete your unfinanced requirement (UFR) and event request once you have received estimates on the cost of the hotel, advertising, and orders for volunteers, etc.
- Get your UFR and event request in at least 90 days prior to your proposed job fair date. Never make promises to vendors until you know the job fair is approved.
- Discuss with your State Chair, PSM, etc. before you submit anything.

## CONDUCTING THE JOB FAIR

### *Contact the Employers*

- In order to get 100 employers to attend a job fair, you will need to contact 500 or more.
- Start by contacting the CEI database, Statement of Support list, the telephone book, and employers that have attended other events.
- Let employers know that there is no cost for them to set up a table. If possible, provide lunch.
- Inform them of any expectations, such as that they will be expected to sign a Statement of Support, or get their picture taken for your newsletter.
- Include information about your advertising plan and how many people you expect to attend when discussing the event with potential employers.

### *Set Up*

- Make sure you have enough room to handle large crowds. Attendees must be able to walk around booths. Inform your venue about what types of crowds you expect, and they can help you with the set up.
- Ensure that you have adequate staffing to help with the flow of people. Assist employers with needs such as electrical outlets and/or extension cords, water, etc.
- Place volunteers at entrances to hand out bags, flyers, pens, surveys, etc.
- Brief your volunteers beforehand on what to wear, location, hours, and who to consult if they have a disgruntled attendee. Make sure they have time to eat and that water is available.
- Request assistance from the local community to help. Sheriff's Departments, workforce groups, and the Veterans Association often look for opportunities to assist in community efforts.

## AFTER THE EVENT

- Write up an After Action Report.
- Keep two lists of employers – those that attended the job fair and those that didn't. Next time you host a job fair you will have a starting point.
- Keep a list of all vendors you utilized for the job fair as well.
- Send thank you notes to all that volunteered.



# 2014 VETERAN EXPOS

THE "ONE-STOP" SHOP FOR MICHIGAN VETERANS:  
OFFERING JOBS, EDUCATION, HEALTH CARE, BENEFITS AND MORE!

## MARQUETTE

August 8 & 9

Hiring Our Heroes Job Fair - August 9

Superior Dome - Northern Michigan University  
1401 Presque Isle Ave. | Marquette, MI 49855

## GRAND RAPIDS

September 5 & 6

Hiring Our Heroes Job Fair - September 6

DeltaPlex Arena & Conference Center  
2500 Turner Ave. NW | Grand Rapids, MI 49544

## DETROIT

November 7 & 8

Hiring Our Heroes Job Fair - November 8

Cobo Center  
1 Washington Blvd | Detroit, MI 48226

Expo Hours: Friday 11am - 8pm & Saturday 9am - 3pm

To Register, Please Contact: 517-324-8330 or Visit [www.events.mphi.org/vetexpo](http://www.events.mphi.org/vetexpo)



For more information about the Michigan Veterans Affairs Agency, please visit [www.MichiganVeterans.com](http://www.MichiganVeterans.com) or call 1-800-MICHVET (1-800-642-4838)



HIRING  
OUR  
HEROES.  
U.S. CHAMBER OF COMMERCE FOUNDATION

# MICHIGAN WOUNDED VETERANS INTERNSHIP PROGRAM

PROVIDING OPPORTUNITIES

MICHIGAN DEPARTMENT OF TRANSPORTATION

**WOUNDED VETERANS** who cannot return to their previous civilian job after serving in combat can find opportunities with the Michigan Department of Transportation (MDOT) through a grant provided by the Federal Highway Administration. This program is being implemented to meet the employment needs of returning wounded veterans of the armed forces as they transition into the civilian workforce.



## OPPORTUNITIES TO WORK – LEARN – EARN

PLACEMENT DEPENDS UPON THE VETERAN'S KNOWLEDGE, SKILLS AND ABILITIES, AND COULD BE IN AREAS SUCH AS:  
AERONAUTICS, ENGINEERING, FINANCE, MAINTENANCE, PLANNING, PROJECT MANAGEMENT, RESEARCH

### BENEFITS OF THE PROGRAM

This program affords Michigan wounded veterans opportunities to enhance current job skills while developing new ones. Additional benefits include:

- Positions will be filled with local veterans, keeping them close to home or where they receive rehabilitation.
- Veterans can compete for MDOT jobs or develop skills for outside jobs.
- Veterans will be compensated at an hourly rate determined by the skill sets involved and the particular position.
- Veterans will be provided proper training and leadership.
- Veterans will be provided reasonable accommodations.

### WHO CAN APPLY

Michigan residents who are honorably discharged wounded veterans with physical or psychological wounds are eligible. While the program is intended primarily to serve veterans of U.S. operations in Iraq and Afghanistan, it will not be limited to veterans of those operations. MDOT is partnering with veteran service-related organizations throughout Michigan to implement this program.

### TO APPLY

Contact the MDOT Office of Human Resources.

Michigan Department of Transportation  
Office of Human Resources  
425 West Ottawa St.  
P.O. Box 30050  
Lansing, MI 48909  
Phone: 517-373-1532 / Fax: 517-241-1433  
MDOTWoundedVeteranProgram@michigan.gov  
www.michigan.gov/woundedvetintern

MDOT ENSURES NONDISCRIMINATION AND EQUAL EMPLOYMENT  
IN ALL PROGRAMS AND ACTIVITIES IN ACCORDANCE WITH TITLE VI  
AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964.

