



# Sales Jobs Network

## Recruiting Event Overview

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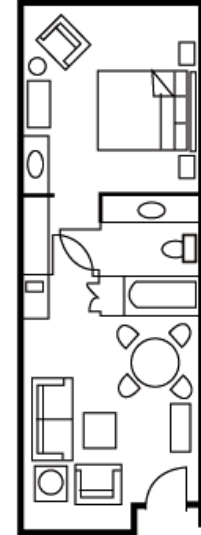
## The Facility

- Our events are held in suite-style hotels such as Embassy Suites or Doubletree Suites.
- These hotels have an open atrium for a less confining feel and interviews are held in the outer room of the suites.
- This layout creates a more upscale and personal atmosphere than a ballroom or tradeshow type of job fair.
- The interview suites are located in a row next to each other on the same floor of the hotel.
- We reserve the rooms the night before the event and have a 3:00 pm checkout time the day of the event.
- The events officially start at 9:00 am and end at 1:00 pm.
- You can stay in your suite the night before the event at no additional cost and we will have the hotel clean the room the morning of the event.
- Additional interview suites are available for \$250 each.



## The Suite Layout

- Each suite has a sitting room in the front and a bedroom and bathroom in the back, separated by a closeable doorway.
- Two simultaneous interviews can be held in the front room, one at the dining table and one at the coffee table.
- This setting is quieter and more professional than a ballroom event.
- Coffee makers and bathrooms are available in each suite.
- Your suite will be provisioned with 2 snack bars, two individual bags of chips or pretzels, two bottles of water, and two sodas.
- You are encouraged to use other parts of the hotel for additional interviewers, 2<sup>nd</sup> interviews, etc.





## Step One – Pre-event Room Setup and Client Meetings

- If your suite was slept in the night before, our Facilitator will call housekeeping clean your suite.
- The hotel places 5-6 chairs outside each suite and delivers the snacks, waters and sodas.
- A company sign is taped in the widow of your suite, and a job seeker sign-in sheet on a clipboard is placed on one of the chairs outside your suite.
- One 8½ x 11 color sign is provided for your company, but you are welcome to bring additional signs and banners.
- When your company recruiters get to the hotel, our Greeter will send them up to their suite.
- Our onsite Facilitator then meets with your company's recruiter(s) to give event instructions and to get information about the company, positions open, and screening qualifications for the day.
- This is all done prior to the first orientation session which starts promptly at 9:00 am.



## Step Two – Job Seeker Registration

- Registration is usually held in the hotel atrium area or by the elevators on the interview floor.
- Job seekers are given an event program which contains the information about your company and opportunities that you provided to us before the event, or that we copied from the career section of your website.
- Job seekers are held in the registration area until the next available orientation session.
- When the facilitator is ready for the next group for an orientation session, they make general announcement to the waiting job seekers and take them to the orientation area.



### Step Three – The Orientation Session

- Prior to interviewing with attending companies, all job seekers must participate in an orientation session.
- Orientation sessions are done in a quiet corner of the floor or in a pre-arranged conference room if large attendance is expected.
- These sessions are an important differentiator between our events and basic job fairs. They are designed to:
  - Create interest in all industries and positions present, not just the high profile ones.
  - Educate attendees about the qualifications of certain industries or onsite companies such as medical, pharmaceutical, technology, or high level B2B positions.
  - Explain the event process and next steps.
  - Encourage attendees to interview with multiple companies.
- This is one of the main benefits of our events and why lesser known companies, or those in less understood industries do better at our events than in standard ballroom style job fairs where no orientation sessions are performed.
- Orientation sessions take from 20-30 minutes. Following the orientation session, job seekers will be instructed to sign up for company interviews or create a line for individual screening.



## Step Four- Individual Job Seeker Screening

- Some companies, particularly those in the medical/pharmaceutical and technology industries, or any company with advanced level positions require individual screening to keep unqualified job seekers from signing up for interviews with them.
- Screening requirements such as college degree, amount and type of sales experience, driving record, etc. are uncovered during the pre-event interview with your company recruiters. We will screen candidates to your criteria.
- If we are doing qualification screening for your company, our Facilitator will sign off on resumes from qualified candidates, approving them to sign up for an interview at your suite.
- We make interview suggestions to job seekers during this step, and pre-sell your opportunity to generate interest from job seekers. This 'mix and match' forum is another reason why our clients generally interview more job seekers at our events than at general job fairs.
- Job Seekers are then directed to sign up for interviews at the company suites.



## Step Five – The Interview

- After the orientation session and individual screening, job seekers are directed to the company suites to sign up for interviews on the sign-up sheets outside your suite.
- Job Seekers are encouraged to sign up for multiple companies, regardless of which company or industry they originally came to see.
- Job seekers sign up for interviews and then have a seat in the chairs provided. Your company recruiters call them in for interviews in the order that they signed up on the clip board and cross off each name as you call up the candidate.



## **Step 6 - After the Event**

- As part of your event package, you will receive resumes from all the candidates attending the event.
- You will also receive a password to our website resume database where you can view attritional resumes from sales professionals who have entered their resume on-line, or who have attended previous events.
- You will receive one job posting credit so you can post your position on our job board.

## **Maximizing Your Effectiveness at Our Events**

- Do your own candidate marketing. Lukewarm candidates are more likely to want to meet you at a multi company event than at your office initially.
  - Search the resume database before the event and invite candidates out to the event to meet with you.
  - Run your own job postings and invite candidates out to the event to meet with you
- Keep your interviews brief at the event so candidates don't run out of time and leave before they interview with you.
- Make follow-up appointments that afternoon or the next day at your office.
- Be open minded to non-traditional candidates. They may represent the changing demographics of the work force in America today.



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