



EDUCATOR RECRUITMENT AND RETENTION

Registration Information

When marketing for your event, consider the various groups of people you want to attract: LEAs to host booths **and** job seekers. Job seekers can fall into the classified staff and the certified staff category. How will you attract all these people?

Below are examples of wording that ADE has used in the past. See [examples](#) for registration for LEAs and Job Seekers below. Suggestions for various areas have been highlighted for you.

LEA/Vendor/Exhibitor Booth Reservations:

Register today for the ALL-NEW Job Fair and Career Expo on **(enter date)**.

The registration cost for this event is **\$(enter amount)** for 2 Representatives. This amount includes:

- 1 Booth
- 1 Sign
- 1 Table
- 2 Chairs
- 1 Parking Ticket (designated parking for LEA booth reps)
- 2 Lunches

Each additional Representative is **\$(enter amount)**.

Electrical power strip in booth is **\$(enter amount)**. This will depend on the facility and how much it costs to have power, if power is available, etc.

Priority registrations for LEA's will be open until **(enter date)**.

Each booth can be reserved with a completed registration form, and the submission of a Purchase Order. Registrations will be guaranteed upon receipt of payment due within 30 days of registration and submission of a PO.

Please register as soon as possible using this form: **(enter website to your registration link)** or the QR code:

(Enter pic of QR code here)

Please send POs to **(enter designated person with contact information here)**

Registration Link for Job Fair:

1. LEA/Vendor/Exhibitor Registration Link:

**Could add QR code to registration link

Things to add to registration link for LEAs:

- Name of LEA/Organization
- Name of primary contact
- Phone # of primary contact
- Email of primary contact
- LEA/Vendor/Exhibitor address and phone #
- LEA/Vendor/Exhibitor county
- Name of Representative #1 attending
- Title of Representative #1 attending
- Name of Representative #2 attending
- Title of Representative #2 attending
- Option to bring other reps (additional cost- see below)
- Option for power to booth (if applicable by facility AND add the total cost for this here)
- Special accommodations (ie: wheelchair, sign language interpreter, etc.)
- Booth set up time (if you are providing time the night before or early the morning of
- Dietary Needs, if food is being served (ie: allergy, gluten free, vegan, vegetarian, religious practices, etc.)
- Booth total (check boxes with total # of people (see **example registration picture below**)

EXAMPLE:

Booth options (Select no more than three options. Only one booth per LEA with a maximum of 8 additional representatives.) *

Each Booth includes 2 representatives, 1 booth, 1 table, 1 sign, 2 chairs, 2 lunches, 2 name badges, and 2 parking tickets. Please select number of additional representatives, and/or electrical power strip if needed.

- Booth Cost \$570.00 (Required)
- Electrical A/C power strip \$185.00 (must purchase if need electricity)
- 1 Additional Representative \$45.00
- 2 Additional Representatives \$90.00
- 3 Additional Representatives \$135.00
- 4 Additional Representatives \$180.00
- 5 Additional Representatives \$225.00
- 6 Additional Representatives \$270.00
- 7 Additional Representatives \$315.00
- 8 Additional Representatives \$360.00

- Billing information (LEA/Vendor/Exhibitor name, address)
- Acknowledgement (See example picture below)

EXAMPLE:

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Acknowledge Payment Requirement: *

Please email [Add Contact](#) your purchase order by January 10, 2023

Purchase Order and Check Verification: Registrants using a purchase order and/or check to pay for the Job Fair registration are required to email a copy of their purchase order or check to _____ as valid proof of payment.

This must occur at the time of registration in order to complete the initial registration.

Send payments to:

[Add Contact information](#)
address
acct. code, etc.

[Add Contact](#) will verify the payment information uploaded into the system within 3 days of the initial registration. An attendee's registration will only be finalized and confirmed once the payment method has been validated. If the method of payment cannot be verified as valid by the ADE Accounting unit within 3 days, the registration will be canceled, and the registrant will then need to re-register using a valid form of payment.

Please note that all PO's must be received no later than [Add date](#). Final payment for registrations is due within 30 days of invoice.

Please contact [Add Contact](#) with any questions.

* All additions or substitutions must be included in a revised Purchase order sent to [Add Contact](#)

I have read and understand the payment expectations.

Add additional information to page: Date, Time, Location, Time of event, Time that LEA/Vendor/Exhibitors can arrive to set up, 'rules' for LEA/Vendor/Exhibitors while at the event.

2. Job Seeker Registration Link:

****Could add QR code to registration link**

Things to add to registration link for Job Seekers:

- Name of Job Seeker
- Home address and phone #
- Email address
- County seeking employment
- How did you hear about the Job Fair/Career Expo? (add check boxes for options)
- Check list of grade level/content/trade interested in
 - Certified Educator (Teacher, Administrator, etc.)
 - Professional non-teaching (School Counseling, Social Worker, Psychologist, etc.)
 - Classified classroom support (paraprofessional, aide, etc.)

- Classified non-classroom support (Facilities, Transportation, Food Services, etc.)
- I am here to learn more about the kinds of services available
- Other information you can add: Information that best describes the job seekers background, did the opportunity of a career expo influence the reason they want to attend, etc.

Add additional information: Date, Time, Location, Time of event, Parking, Map of Event

(Enter Name of Host) is partnering with education HR leaders to provide a Career Expo during the annual (Name of Regional Job Fair). The Career Expo will serve as a resource for job seekers for classified AND certified positions. LEAs are encouraged to invite their classified staff and their wider communities to increase the applicant job pool for all open job positions.

- Career Expo sessions will include:
 - The benefits of working in a school system
 - Other positions available in a school system
 - Career pathways for certified and classified positions
 - Things to consider while working in a rural/remote location
 - Resumé and interview workshops
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