

SDCCD HIRING FAIR

Human Resources annually participates in several job fairs, many of which reach a target audience seeking employment in higher education, and may have origins as faculty, military veterans, disabled persons, or socioeconomically challenged individuals.

Below is a recommendation to conduct a "Hiring Fair" on a SDCCD campus to attract applicants for Adjunct Faculty employment opportunities.

The primary benefit of this three-hour Fair would be to:

- A. Increase public awareness about SDCCD as a higher education employer;
- B. Expand Adjunct applicant pools for immediate need;
- C. Encourage interest by Adjunct Faculty for current and future Contract recruitments.

The focus is personal contact, Q&A with subject-matter experts, HR will provide easy instruction about how to view employment opportunities and how to submit online application. The expectation is that attendees may:

- A. Be informally screened for consideration of Adjunct assignments;
- B. Interviewed on site;
- C. Guided on how to apply on line from home immediately following the event;
- D. Enlightened about the many resources and how to reach out for subsequent questions that arise.

Below outlines the proposal for a partnership of District resources to seek the most successful outcome:

1. Location:
 - a. Host the event at Mesa College Student Commons Building on a Friday;
 - b. Central location in the region with easy access from freeways;
 - c. Large interior space and with restroom facilities, as opposed to outdoors requiring tents and a rain plan;
 - d. Potential of food for purchase, hydration and temporary seating for comfort of attendees;
 - e. Adequate parking nearby and can be reserved for individuals without permits.
2. Outreach:
 - a. Advertising on SDCCD Employment Opportunities Website, District home page, and on District monitors in DO and campuses, if available; KSDS Radio Station; campus newspapers;

- b. Advertising to standard nationwide advertising platform, California CCD ListServs, all Universities and Colleges in San Diego County, and surrounding Counties;
 - c. Advertising would provide links to SDCCD Employment Opportunities website, which also contains links to State MQs, AP7211 Equivalency Request Form, CBAs, Salary Schedules, etc.
 - d. Employment Banners visible at Hiring Fair.
3. District Resources each with separate tables and chairs, with their business cards available:
- a. Greeters to assist with initial crowd flow and distribution of handout materials;
 - b. HR Employment Staff;
 - c. Representatives from HR Compensation Office;
 - d. Representatives from HR Benefits Office;
 - e. Representatives from City, Mesa, Miramar, and Continuing Education (Deans, Dept. Chairs, VPAs, Business Support Supervisors, and assistant(s) as needed)
 - f. Additional tables and chairs near each campus table to accommodate more in depth discussions, while primary table will greet passing guests;
 - g. Each table could have a laptop with table lock to display active media.
4. Necessary Equipment and Materials:
- a. Tables, chairs
 - b. Banners, identification signs
 - c. Name tags
 - d. Handout materials:
 - i. TBD by Cabinet, VPIs, VPSSs, PIOs, Communications, Human Resources, which may include:
 - 1. Inexpensive SDCCD give-away bag in which to carry items
 - 2. Employment Opportunities sheet and website address to locate future job opportunities
 - 3. Campus-specific handout(s) highlighting campus disciplines, community, unique features, etc.
 - 4. Significant SDCCD information as determined by Cabinet and Communications
 - 5. District pen
 - 6. Water bottle
 - 7. Etc.
5. Room Arrangement:
- a. See *attached chart* for recommendation

