ACCESSING KANSASWOKS:

Go to www.kansasworks.com

KANSASWORKS EMPLOYER RESOURCES:

KANSASWORKS has a variety of resources available to employers accessible from the home page. To access these resources, select "Resources", "Employer Resources", then choose from the following:

- Incentive/Training
    - Kansas Industrial Training (KIT)
    - Kansas Industrial Retraining (KIR)
    - Investments in Major Projects & Comprehension
    - Federal Bonding
    - Registered Apprenticeship
    - Early Childhood Association Apprenticeship Program (ECAAP)
    - Incumbent Worker Training
    - Disability Incentives
- ECAAP Apprenticeship
- Helpful Links
    - ONET
    - Kansas Resource Guide
    - Unemployment Insurance
- Other Federal Programs
    - Veteran's Priority of Service
    - Closings and Mass Layoffs
    - Rapid Response
    - Foreign Labor Certification
- Disability Resources
- Training

CREATING AN EMPLOYER ACCOUNT:

At home page, www.kansasworks.com, go to Find Employee> Create an Account

The first screen you will receive is the agreement for the Employers Use Policy, discussed earlier:
Scroll to the bottom of the agreement and make the appropriate selection from the choices as shown below:

Once you have accepted the employer use policy agreement, the following new account screen will appear:

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs
WORKReady!

New Account Creation for Employer

* indicates a required field

* Username	
* Password	
* Confirm Password	
Email Address	
* Security Question	What is your mother's maiden name?
* Answer	
* Company Name	

* Company Description
(1000 character max.)

Check spelling

* Address	
Address Line 2	
* City	
* State	Kansas
* ZIP/Postal Code	
* Country	United States
International State/Province/County	
Company website	
* Number of Current Employees	Please select one
* Federal Employment ID Number	480787000
* State Employer ID Number	091356

* Federal Contractor

  ○ Yes

  ● No

* Ownership	State or Local Government Employer

* Contact First Name	
Contact Middle Name	
* Contact Last Name	
* Contact Job Title	
* Phone	000-000-0000 Ext. *
Fax	000-000-0000

If the company identifies itself or has been identified as part of a recognized 'Green Industry' sector or cluster, please select the sector that best identifies your company's area of participation.

Green Industry

- ◉ N/A

- ○ Renewable Energy Generation: This sector covers activities related to developing and using energy sources such as solar, wind, geothermal, and biomass. This sector also includes traditional, non-renewable sources of energy undergoing significant green technological changes (e.g., oil, coal, gas, and nuclear).

- ○ Transportation: This sector covers activities related to increasing efficiency and/or reducing environmental impact of various modes of transportation including trucking, mass transit, freight rail, and so forth.

- ○ Energy Efficiency: This sector covers activities related to increasing energy efficiency (broadly defined), making energy demand response more effective, constructing "smart grids", and so forth.

- ○ Green Construction: This sector covers activities related to constructing new green buildings, retrofitting residential and commercial buildings, and installing other green construction technology.

- ○ Energy Trading: This sector covers financial services related to buying and selling energy as an economic commodity, as well as carbon trading projects.

- ○ Energy and Carbon Capture and Storage: This sector covers activities related to capturing and storing energy and/or carbon emissions, as well as technologies related to power plants using the integrated gasification combined cycle (IGCC) technique.

- ○ Research, Design, and Consulting Services: This sector encompasses "indirect jobs" to the green economy which includes activities such as energy consulting or research and other related business services.

- ○ Environment Protection: This sector covers activities related to environmental remediation, climate change adaptation, and ensuring or enhancing air quality.

- ○ Agriculture and Forestry: This sector covers activities related to using natural pesticides, efficient land management or farming, and aquaculture.

Enter all of the pertinent information and click "submit". *NOTE: If a blue asterisk * appears, the information is mandatory. Please be aware the Federal Employment ID Number and State Employer ID Number are mandatory fields considered in the application process.*

Once completed, the following message will be returned to you pending employer approval.

You will receive a confirmation email confirming your registration as an employer on **KANSAS**WORKS (shown below):

Thank you for visiting KANSASWORKS! - Message (Plain Text)

Extra line breaks in this message were removed.

From: ajlhelp@ajla.net
To: Shelly R. Jones
Cc:
Subject: Thank you for visiting KANSASWORKS!

Sent: Fri 10/5/2012 1:44 PM

Thank you for registering with KANSASWORKS!

Job Link is an interactive web application created to bring Kansas job seekers and employers together.

As an employer, you can directly post, update, and close job orders for open positions via an interactive, on-line skill matching tool. Matches are made between employers' job postings and job seekers' resumes. Matches are based on how well the experience, education, and skills of the job seeker align with the qualifications that you desire in your prospective employee. You will be able to view posted resumes of skilled individuals to fill open positions on-line. You can electronically contact job seekers (through e-mail) to recruit potential candidates for open job positions.

Thanks again for visiting. If you have any further questions or are in need of additional information please refer to our "Help" section, which you can access by clicking on the question marks scattered throughout the site. We wish you the best of luck at finding job matches and we hope to see you again at https://www.kansasworks.com.

Please note that job orders that you post will not become visible to job seekers until we are able to verify your information.

Following is the Username you registered with:
Username: Jones7373

The KANSASWORKS Support Team

See more about: KJL Help Desk.

Once the employer approval process has been completed (typically 24-72 hours) and no further information is needed, you will receive the following email at the designated email address on your employer account:

Your KANSASWORKS account has been approved - Message (Plain Text)

From: ajlhelp@ajla.net
To: Shelly R. Jones
Cc:
Subject: Your KANSASWORKS account has been approved

Sent: Fri 10/5/2012 1:49 PM

Your KANSASWORKS account has been approved. You may post job openings now by visiting your home page.
Any jobs you have posted prior to the approval of your account will now be available in public searches.

See more about: KJL Help Desk.

NOTE: It is important to write down your username and password once you receive notification of your account approval as you will need this information to access **KANSAS**WORKS employer screens from this point forward.

CREATING/POSTING JOB ORDERS:

At the My Home Page, click on "My Job Postings":

Click on "Post A Job":

Job Orders are a 4 step process beginning with:

1) Job Details

This is a comprehensive collection of: Job Posting Preferences, Internal Information, Job Location Information, Job Details, Benefits, Kansas Work*Ready*! Certificates, Job Profile WorkKeys Scores, and Job Matching sections.

To create a job order, begin with Step 1: Job Posting Preferences, enter pertinent information relating to the job posting desired:

Once you've completed entry on the job posting preferences, proceed to Internal Information:

Internal Information
Note: This will not appear on your job posting.

Is this an Affirmative Action job?

    ○ Yes

    ◉ No

Was this job created with stimulus funding?

    ○ Yes

    ◉ No

Is this a green job?

    ○ Yes

    ◉ No

Notes to yourself
(2000 character max.)

Check spelling

And, on to Job Location Information:

Job Location Information

We have filled the location for this posting from your account Company Information. To insure that your posting is displayed in the correct location, please update the address to match the actual location of the job. Updating the information here will not change your account Company Information or other Job Postings.

* Company Name	Jones Test
* Address	1000 SW Jackson
Address Line 2	Suite 100
* City	Topeka
* State	Kansas
* ZIP/Postal Code	66612
* Country	United States
International State/Province/County	
Website	www.kansasworks.com

Company Description
(3000 character max.)

Test Employer File

Check spelling

Next, to Job Details:

Job Details

* Number of jobs	1
* Education required	Please select ▼

Select Annual or Hourly to enter only a wage range by supplying a minimum and maximum salary or select "other" to supply a minimum and maximum salary as well as define other salary options such as 'payment per mile' or 'payment per piece'.

* Salary Period	Annual ▼
If other, please explain	
* Minimum salary	
* Maximum salary	
Commission/tips	Please Select ▼

Display salary information
- ⦿ Yes
- ○ No

* Description of job
(4000 character max.)

[text area]

ABC Check spelling

Duties of job
(4000 character max.)

[text area]

ABC Check spelling

Requirements of job
(4000 character max.)

[text area]

---

* Driver's license requirements	Please Select ▼
Endorsements	☐ Hazmat

Restrictions
- ☐ Airbrakes
- ☐ School Bus
- ☐ Class A, except bus
- ☐ Class A, except tractor/trailer
- ☐ No CDL Restrictions

* Years of experience required	Please Select ▼

Please select all that apply
Shifts available
- ☐ Day
- ☐ Evening
- ☐ Night
- ☐ Rotating
- ☐ Split
- ☐ No Preference

Day Shift Starts	N/A ▼	:00 ▼	Ends	N/A ▼	:00 ▼
Evening Shift Starts	N/A ▼	:00 ▼	Ends	N/A ▼	:00 ▼
Night Shift Starts	N/A ▼	:00 ▼	Ends	N/A ▼	:00 ▼

Other shift schedules
(2000 character max.)

[text area]

ABC Check spelling

* Employment type	Please select Employment type ▼

---

* Hours per week	Please select Hours per week ▼
Explanation of Hours per Week, if Other Options	

Overtime available
- ○ Yes
- ⦿ No

Overtime mandatory
- ○ Yes
- ⦿ No

* Date job begins	10/05/2012

Travel required
- ○ Yes
- ⦿ No

Accessible to public transportation
- ○ Yes
- ⦿ No

Relocation required
- ○ Yes
- ⦿ No

On-the-job training
- ○ Yes
- ⦿ No

(A Registered Apprenticeship program is one that was approved and registered by both the Kansas Department of Commerce and Kansas Apprenticeship Council.)

Is your company a Registered Apprenticeship sponsor?
- ○ Yes
- ⦿ No

Registration Number	

Next, proceed to Benefits…

Enter benefits applicable information for this job posting:

Benefits

Medical plan	Please Select One ▾
Medical Coverage	Please Select One ▾

Please select all that apply
Other Benefits

☐ Dental Plan

☐ Life Insurance

☐ Paid Vacation

☐ Retirement Plan

☐ Disability

☐ Incentive Pay

☐ Tuition Reimbursement

☐ Company Vehicle

☐ 401K

☐ Child Care

Miscellaneous benefits
(2000 character max.)

ABC Check spelling

Proceed to Kansas *WorkReady!* Certificate and enter pertinent information:

Kansas WORK*Ready*! Certificate

The WORK*Ready*! Certificate verifies skills in reading, locating information and mathematics. The Certificate uses the nationally recognized WorkKeys® assessment system from ACT©, the college testing company. The system certifies candidates at four levels - Platinum, Gold, Silver and Bronze - and is the most reliable assessment tool of its kind. For more information, contact your nearest **KANSAS**WORKS Center at 785-296-0295 (in Topeka) or 1-800-255-2458 (toll-free).

☐ Yes, please identify which job candidates have a Kansas WORK*Ready*! Certificate.

Job Profile WorkKeys® Scores
Please indicate the WorkKeys® scores from your company profile.

If you want more information about WorkKeys® Job Profiling, please contact:

Hutchinson Community College
Dave Mullins, Director of Business and Industry Institute
1300 N. Plum, Hutchinson, KS 67501
Tel: (620) 728-8123 Fax: (620) 728-8161 Cell: (620) 513-2944
mullinsd@hutchcc.edu

☐ My company has a certified ACT© Job Profile in place.

Applied mathematics	Please select ▾
Applied technology	Please select ▾
Business Writing	Please select ▾
Listening	Please select ▾
Locating Information	Please select ▾
Reading for Information	Please select ▾
Teamwork	Please select ▾
Writing	Please select ▾
Workplace Observation	Please select ▾

Lastly, on step 1 the final section to complete is the Job Matching section.

Job Matching

To help **KANSAS**WORKS find the best job candidates for this position, we must use standardized occupation descriptions (called O*Net codes). The next steps will allow you to specify the best occupation description. Enter a category, then click Next Step.

More on O*NET

| * Job Title | |
| * O*NET Job Category | Please Select ▾ |

[Cancel] [Next Step >>]

EOE | Privacy | Browser Help | Protect Yourself

Once the Job Title and ONET category is designated, click "Next Step". This will take you to Step 2 in the process for creating a job order.

2) Select Occupation

If the appropriate occupation is identified in the pre-selected occupations screen, click the radio button for the appropriate choice. If the occupation which best fits this job posting does *not* appear, click on "None of these match the job I am posting" and click "Next Step".

KANSASWORKS.com

LOG OUT
Logged in as Jones Test.

My Home Page ▸
Resources ▸
Contact
FAQ/Help
Job Fairs ▸
WORKReady! ▸

Post a Job

1 Job Details **2** Select Occupation 3 Reply Options 4 Review & Edit

Select the Occupation that Best Describes the Job You are Posting

We have searched our database for the occupations (the O*NET codes) that best match the job you are posting. This is used to match your job posting with potential employees.

Check one and click the Next Step button:

○ **Aerospace Engineers**
Aerospace Engineers : Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.

○ **Software Quality Assurance Engineers and Testers**
Software Quality Assurance Engineers and Testers : Develop and execute software test plans in order to identify software problems and their causes.

◉ **None of these match the job I am posting**

[<< Go Back] [Cancel] [Next Step >>]

Click on "Most Common" or type a keyword to return a listing of those occupations to choose an appropriate occupation for the job title you have selected. Click "Search". View and select the occupation that best fits the job you are posting.

In the "most common" results, you will be able to associate the position occupation code by clicking on "Add to Job Posting" or gain more information about the occupational selection by clicking on "Description".

Employers have the option to select "Job Family" from the search lists. Job Family relates to family of occupations. Click "job family" and then select the category of occupation, results will be returned based on the job family selection. Then, click "add to job posting".

Top Level Job Families

- Architecture and Engineering
- Arts, Design, Entertainment, Sports, and Media
- Building and Grounds Cleaning and Maintenance
- Business and Financial Operations
- Community and Social Services
- Computer and Mathematical
- Construction and Extraction
- Education, Training, and Library
- Farming, Fishing, and Forestry
- Food Preparation and Serving Related
- Healthcare Practitioners and Technical
- Healthcare Support
- Installation, Maintenance, and Repair
- Legal
- Life, Physical, and Social Sciences
- Management
- Military Specific
- Office and Administrative Support
- Personal Care and Service
- Production
- Protective Service
- Sales and Related
- Transportation and Material Moving

Employers also have the option to select "Military" from the search lists. Military relates to military occupational specialty codes allowing employers to select the code for this position which would translate to like occupation during military service. Enter a "keyword" for your military specialty code search and click "search", then select the occupation that most appropriately fits, and click "add to job posting."

Once you have selected an occupation, click "Next Step".

3) Reply Options

In the reply options section, you will be designating the method for which you would like to receive applicant information on the job posting. Contact information as well as indexing options should be designated in this section as well.   Shown below:

KANSASWORKS.com

LOG OUT
Logged in as Jones Test.

My Home Page
Resources
Contact
FAQ/Help
Job Fairs
WORK*Ready!*

Post a Job

1 Job Details 2 Select Occupation 3 Reply Options **4 Review & Edit**

Click the Make Job posting Active button at the bottom of the page to allow the job to post on its posting date based on its disclosure level.

Step 1 - Job Information for Testing Analyst   Edit

Job Posting Preferences
Note: This will not appear on your job posting.
Job Posting Number	8772832
Disclosure	Public
Date this job should be posted	10/31/2012
Absolute expiration date	11/07/2012
Would you like to receive resume matches by email?	Yes
Contact email	sjones@kansascommerce.com

Internal Information
Note: This will not appear on your job posting.
Is this an Affirmative Action job?	No
Was this job created with stimulus funding?	No
Is this a green job?	No
Disaster recovery job?	No
Notes to yourself	

This is a test job order....not an actual job.

Job Location Information
Jones Test
1000 SW Jackson
Suite 100
Topeka, KS 66612
http://www.kansasworks.com
Company Description
Test Employer File

Job Details
Job title	Testing Analyst
Number of jobs	1
Education required	Ph.D
Minimum salary	$8.00 per hour
Maximum salary	$8.50 per hour
Commission/tips	No
Display salary information	Yes
Job description	
	Test job order information
Job duties	
	Test job order information
Job requirements	
	Test job order information
Driver's license requirements	
Endorsements	
Restrictions	
Years of experience required	5+ Years
Shifts available	No Preference
Day shift	N/A
Evening shift	N/A
Night shift	N/A
Other shift	Shift is not consequential to this test order.
Employment type	Full-time Regular
Hours per week	40-49
Overtime available	No
Overtime mandatory	No
Date position begins	10/31/2012
Travel required	No
Accessible to public transportation	Yes
Relocation required	No
On-the-job training	No
Is this job a registered apprenticeship?	No
Apprenticeship registration #	

Benefits
Medical plan	None
Medical coverage	None
Other benefits	
Miscellaneous benefits	
	Not benefits eligible position

Kansas WORK*Ready!* Certificate
Identify which job candidates have a Kansas WORK*Ready!* Certificate.	Yes
My company has a certified ACT© Job Profile in place.	Yes
Applied mathematics	3
Applied technology	3
Business Writing	3
Listening	3
Locating Information	3
Reading for Information	3
Teamwork	3
Writing	3
Workplace Observation	3

Step 2 - Job Matching   Edit

Job category	Production
Occupation	

Helpers--Production Workers : Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.

Step 3 - Reply Options   Edit

Reply Options
Receive information from applicants by	Email

Contact Information
Instructions how to apply
This is a test only.
Contact Information
Shelly Jones
Systems Reporting Analyst
1000 SW Jackson
Suite 100
Topeka, KS 66612
(785) 296-4284
(785) 296-1404
sjones@kansascommerce.com

Index This Job
Index this job on JobCentral	No

Return   Make Job Posting Active

Why is it important to index your job on JobCentral?

"US.Jobs formerly JobCentral is the Internet's first public-service employment web site owned and managed by leading U.S. employers through their membership in DirectEmployers Association."

By making jobs available on a national nonprofit, public service employment network, employers increase recruiting reach and extend diversity initiatives with a consistent and aggressive program to make employment opportunities available to individuals from all cultures and population segments. For more information, please visit: http://us.jobs/

Next, review your job order and confirm information reflected is accurate and ready for posting.
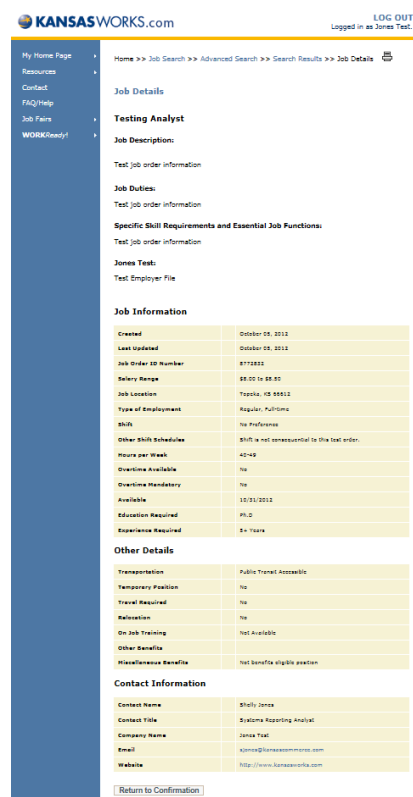
Once you have confirmed the job order information, click "Make Job Posting Active". The following screen will appear:
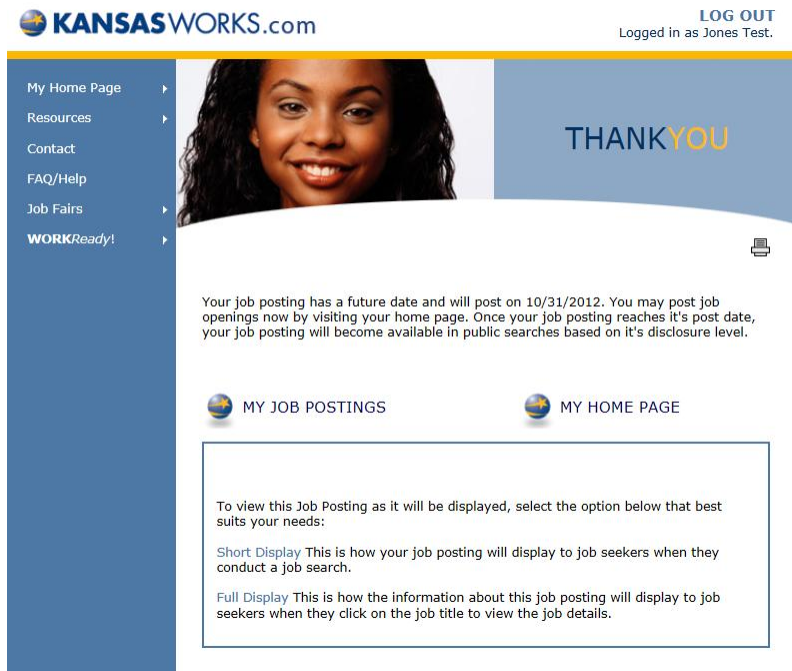
You have the option of viewing your job posting in "Short Display" or "Full Display". Below are respective samples of these choices:

Short Display

Long Display

To return to your job postings, click "My Home Page" and then "My Job Postings".
Click on "View Active or Inactive Jobs".

Job postings will appear listed as shown above. To inactivate a job posting, click on "inactivate" or "reactivate" and select the reason for the job posting inactivation from the drop down choices:

- **KANSAS**WORKS Candidate
- Other Candidate
- Not Filled

Next, click "continue". The job posting will remain "inactive" unless a "reactivation" occurs. To "reactivate", follow the same process as to "inactivate".

Why would you need to inactivate or reactivate a job posting?
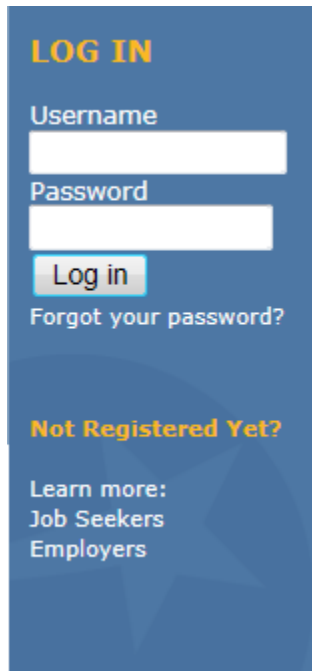
Inactivating a job posting will allow the employer to have flexibility for when the job seekers can view a job posting. As long as a job order is inactivated access is limited to employer's viewing. It is important to remember a reason for inactivation is always required. Example: An employer posts a positions and prior to filling the position decides the position is not going to be filled. The employer would then, select "Not filled" as the reason for inactivation.

Once an employer has made the decision to post the job order, reactivation must occur. This will open the job order to viewing by job seekers as of the posted date. Example: The position posted was inactivated due to the position not being filled at the time of the job order. The position has now been re-approved for filling, which would support "reactivation" of the position.

NOTE: Please note, any active job posting will be first open to veterans for a 24 hour period prior to being opened to all job seekers.

PERFORMING RESUME SEARCHES:

At home page, www.kansasworks.com, (right corner) enter your username and password:

Click "Log In"

Your Employer Home Page will appear.

From your home page, you can perform a variety of functions. For the purposes of the training today, we will be focusing on 1) general resume searches, 2) saving resume searches and 3) resume searches for veterans in particular.

To begin, Click "Search Resumes" at My Home Page:

Search By Job Order = Return of all matched resumes based on your job order. *NOTE: You much have a job order on file to use this search method.*

Search All Resumes = Allows for return of all job seeker resumes by location, experience, keywords and other defining characteristics.

Search By Type of Job = Allows for return of job seeker resumes by work experience in a particular occupation and/or job seekers indication of seeking work in a specified occupation.

Search For Kansas WORK*Ready!* Job Seekers = Allows for return of job seeker resumes based on the scores earned on the Career Readiness Job Skills Assessment System.

         o   Platinum = minimum score of 6
         o   Gold = minimum score of 5
         o   Silver = minimum score of 4
         o   Bronze = minimum score of 3

Search By WorkKeys Scores = Allows for a return of job seeker resumes based on WorkKeys Skill Assessment scores.

Saved Resume Search Profiles = Allows employers to save searches and retrieve results from the saved search profile by accessing the saved search.

1) To perform a general resume search, click on "Search All Resumes", enter search parameters at page below:

NOTE: The more parameters set, the more restrictive your results will be.

Click "show candidates"

2) If you would like to save the search, prior to clicking on "show candidates", click on the "yes" at the question below and designate a search name:

Resume Search Profiles
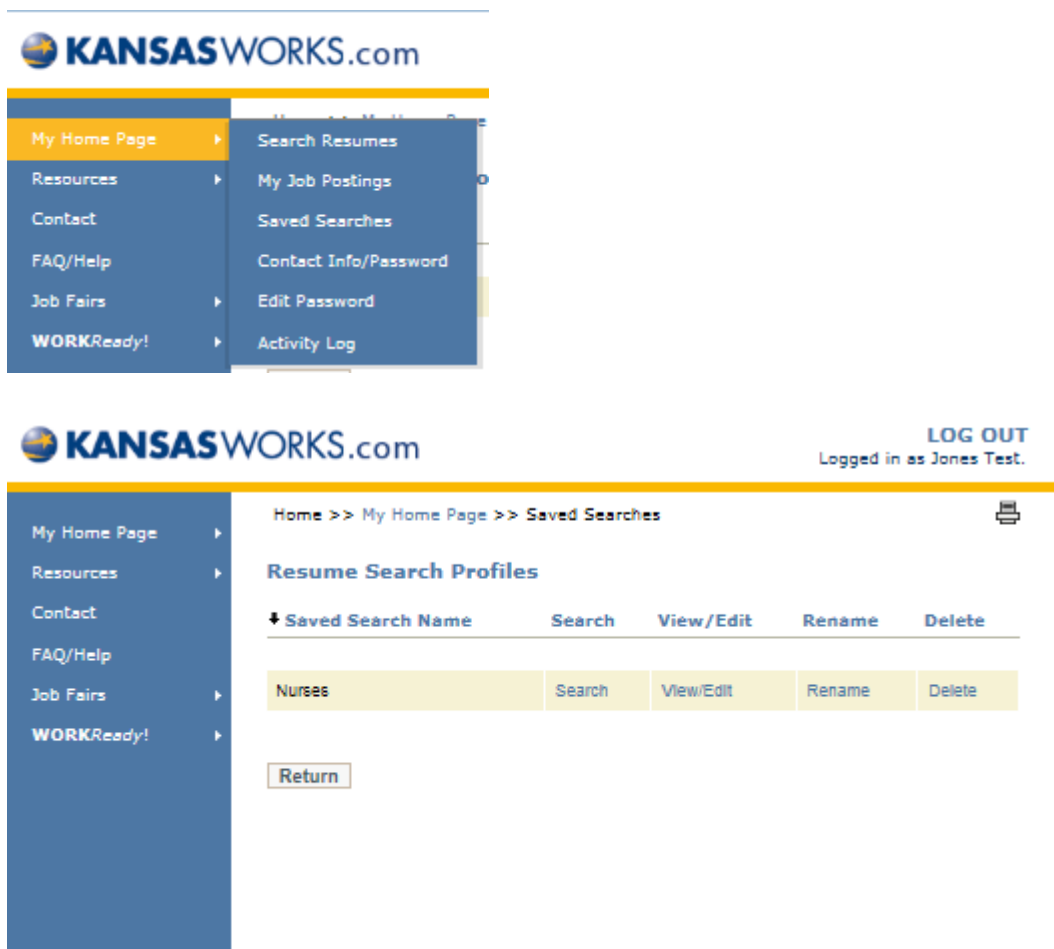
* Would you like to save this search?

○ Yes

◉ No

Search Name [   ]

Click "show candidates"

If you would like to retrieve a saved search to search again, view/edit, rename or delete, click on My Home Page> Saved Searches and select the desired saved search:

KANSASWORKS.com

My Home Page ▶	Search Resumes
Resources ▶	My Job Postings
Contact	Saved Searches
FAQ/Help	Contact Info/Password
Job Fairs ▶	Edit Password
WORKReady! ▶	Activity Log

KANSASWORKS.com

LOG OUT
Logged in as Jones Test.

Home >> My Home Page >> Saved Searches

| My Home Page ▶ |
| Resources ▶ |
| Contact |
| FAQ/Help |
| Job Fairs ▶ |
| WORKReady! ▶ |

Resume Search Profiles

↓ Saved Search Name	Search	View/Edit	Rename	Delete
Nurses	Search	View/Edit	Rename	Delete

[Return]

As you can see, there are 28 records returned on this search.

Each record can be expanded by clicking on the job seekers name. You have a variety of options for reviewing the job seekers resume at the resume details page: Print Preview, Save as Word or Save as PDF.

3) Performing a resume search for veterans in search of employment. Follow instructions for Search All Resumes, once you have clicked "show candidates", use the legend at the bottom of the page to identify which job seekers are veterans.

Legend	
🇺🇸	Veteran
BRONZE	WorkReady! Bronze Certified
SILVER	WorkReady! Silver Certified
GOLD	WorkReady! Gold Certified
Platinum	WORK*Ready*! Platinum Certified

Below you can see, #6 and #7 in the returned resume search are veterans:

KANSASWORKS.com

My Home Page ▸
Resources ▸
Contact
FAQ/Help
Job Fairs ▸
WORKReady! ▸

Records 1 to 25 of 26

Sort by:	Objective	Last Updated⬇	Education

Your search returned 26 potential matches.

1. **truck driver**
   Last Updated: 10/04/2012
   City: TOPEKA
   Experience: 5+ years
   Education: High School Diploma or Equivalent
   end dump driver otr truck driver

2. **Truck Driver**
   Last Updated: 10/03/2012
   City: Holcomb
   Experience: 5+ years
   Education: High School Diploma or Equivalent
   I am looking for a local Truck Driving Job Non-Hazmat that will also allow me to be home almost every night.

3. **Donnie McNabb**
   Last Updated: 09/25/2012
   City: Wichita
   Experience: 5+ years
   Education: High School Diploma or Equivalent

4. **forklift**
   Last Updated: 09/24/2012
   City: ottawa
   Experience: 5+ years
   Education: High School Diploma or Equivalent

5. **Truck Driver**
   Last Updated: 09/21/2012
   City: WICHITA
   Experience: 1-3 years
   Education: High School Diploma or Equivalent

6. 🇺🇸
   Warehouse/Forklift Driver
   Last Updated: 09/10/2012
   City: Leavenworth
   Experience: 1-3 years
   Education: High School Diploma or Equivalent
   Seeking a position in a warehouse setting

7. 🇺🇸
   Heavy Truck Tech
   Last Updated: 09/06/2012
   City: St George
   Experience: 5+ years
   Education: High School Diploma or Equivalent

PERFORMING RESUME SEARCH ON JOB ORDERS:

Click on My Home Page>My Active Job Postings:

Click on "Search" on the job order you would like to search resumes for. Repeat instructions from #1 on general resume search.

JOB FAIRS:

Employers have the option to announce job fairs on **KANSAS**WORKS. Requests for these postings should be sent to the Technical Assistance Box at technicalassistance@kansascommerce.com. However, to view job fairs, simply click on the Home Page> Job Fairs fly out menu, select the area and then the job fair you would like to view.

Job Fair information will be displayed based on the submission to the technical assistance box. Example below: