//THE GREATERMACONWORKS.COM CAREER PLATFORM

GreaterMaconWorks.com is an interactive workforce development platform that links recruitment, skill building, and career navigation into one collaborative system. GreaterMaconWorks.com was developed to close the workforce gaps by informing, educating and developing students and job seekers, while directly connecting them to employers, career pathways and local jobs. Career Fairs are an important part of bridging this workforce gap in our community.
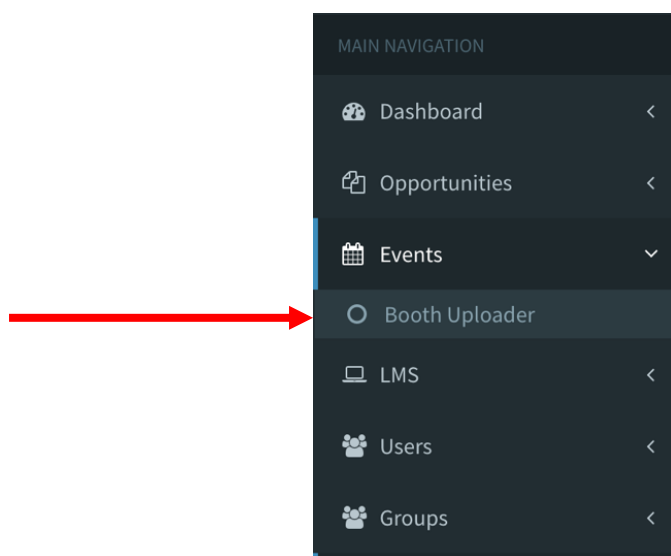
//HOW TO SET UP YOUR BOOTH

It is important to completely set-up your booth because the more robust the booth, the more engaged the job seeker is in your company.
Setting up your booth can be done in a few easy steps:
1. Complete the Career Fair Booth information
2. Complete the company profile including Job Cards and Recommended Learning and post your jobs to the site

//COMPLETE BOOTH INFORMATION

- After logging into www.greatermaconworks.com, in the left-hand menu click on "Events" then click "Booth Builder"

- Select the Career Fair that you are participating in by clicking the arrow next to the selection box and selecting the Career Fair. Once the Fair is selected, the booth builder will open for that Career Fair.

- In the Participation Agreement, click the toggle to YES to agree to participate in the Career Fair.

- To Upload your Company Logo, click Save and a pop-up will appear, select Add Photo. Browse files, select the logo image and click Save.

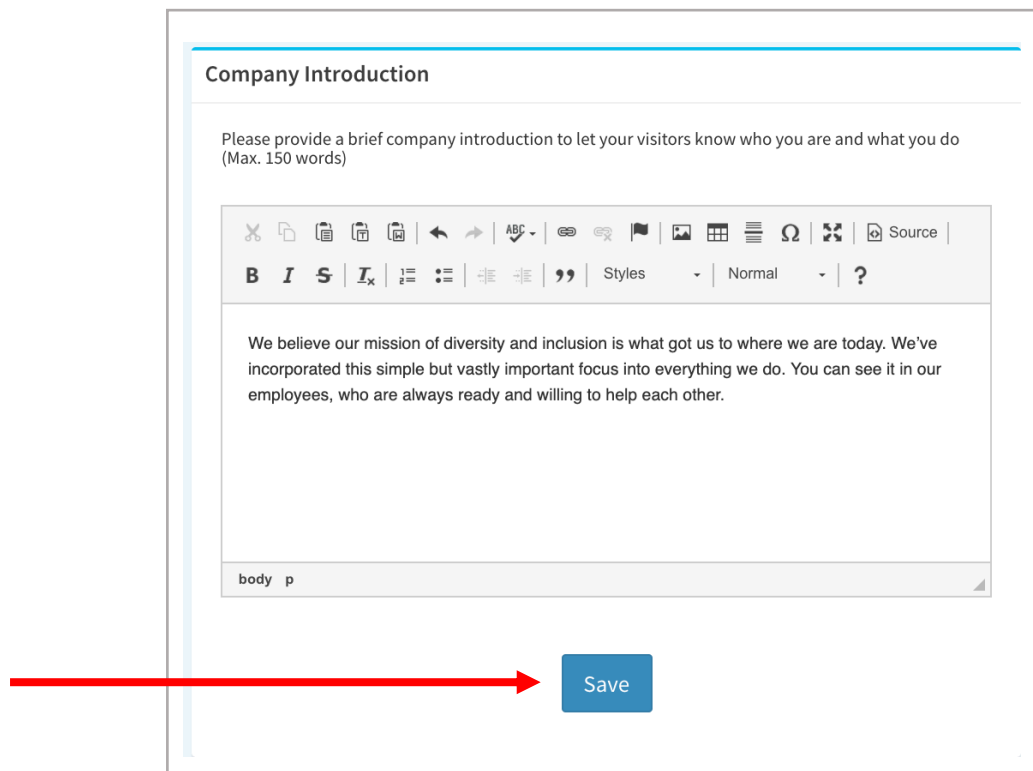- The Company Introduction area allows you to describe your company to job seekers and highlight all of the aspects of the company that make it a great place to work. After writing the introduction, click Save.
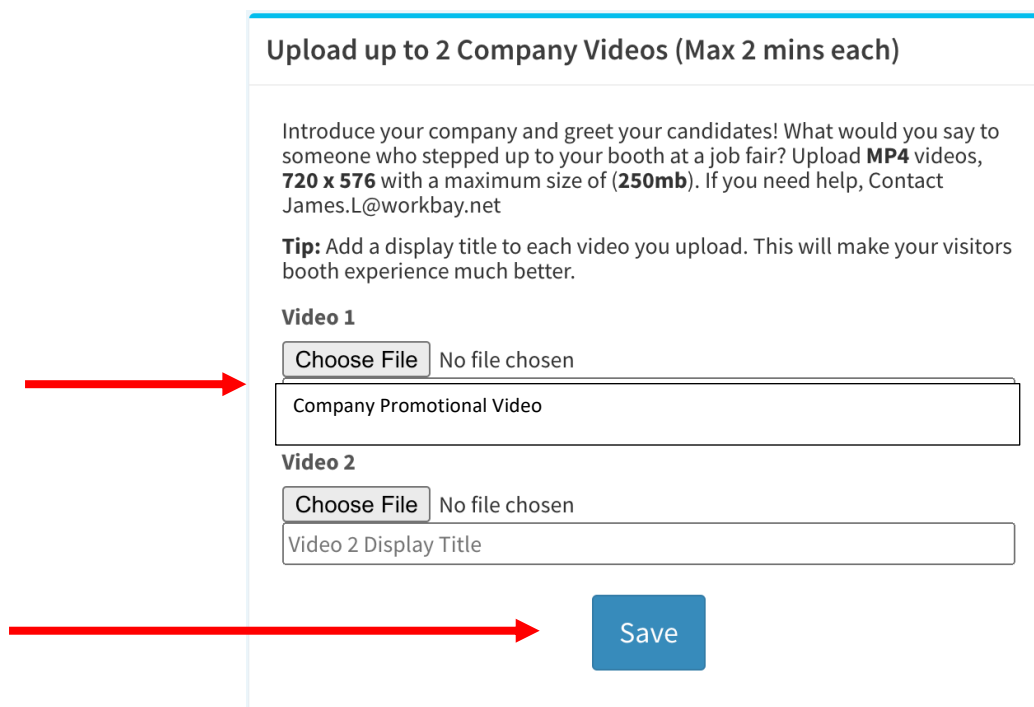
Company Introduction

Please provide a brief company introduction to let your visitors know who you are and what you do (Max. 150 words)

We believe our mission of diversity and inclusion is what got us to where we are today. We've incorporated this simple but vastly important focus into everything we do. You can see it in our employees, who are always ready and willing to help each other.

body p

Save

- Upload Company Videos allows you to upload videos that showcase your company. Click Choose File to browse your computer's files, select the video file, add the title of the video and click Save.

Upload up to 2 Company Videos (Max 2 mins each)

Introduce your company and greet your candidates! What would you say to someone who stepped up to your booth at a job fair? Upload **MP4** videos, **720 x 576** with a maximum size of (**250mb**). If you need help, Contact James.L@workbay.net

Tip: Add a display title to each video you upload. This will make your visitors booth experience much better.

Video 1

Choose File | No file chosen

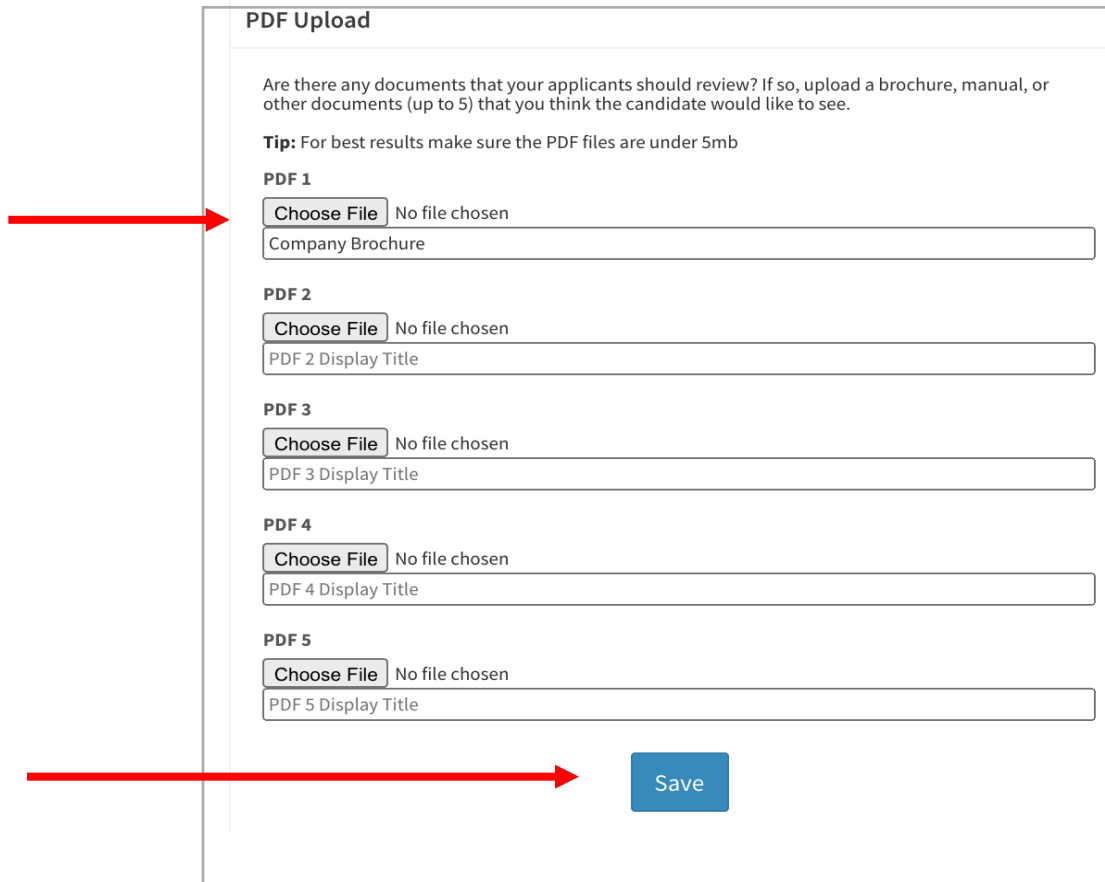Company Promotional Video

Video 2

Choose File | No file chosen

Video 2 Display Title

Save

- PDF Upload allows you to upload files about your company, such as brochures. Click Choose File to browse your computer's files, select the PDF file, add the title of the PDF in the text box and click Save

PDF Upload

Are there any documents that your applicants should review? If so, upload a brochure, manual, or other documents (up to 5) that you think the candidate would like to see.

Tip: For best results make sure the PDF files are under 5mb

PDF 1

Choose File   No file chosen

Company Brochure

PDF 2

Choose File   No file chosen

PDF 2 Display Title

PDF 3

Choose File   No file chosen

PDF 3 Display Title

PDF 4

Choose File   No file chosen
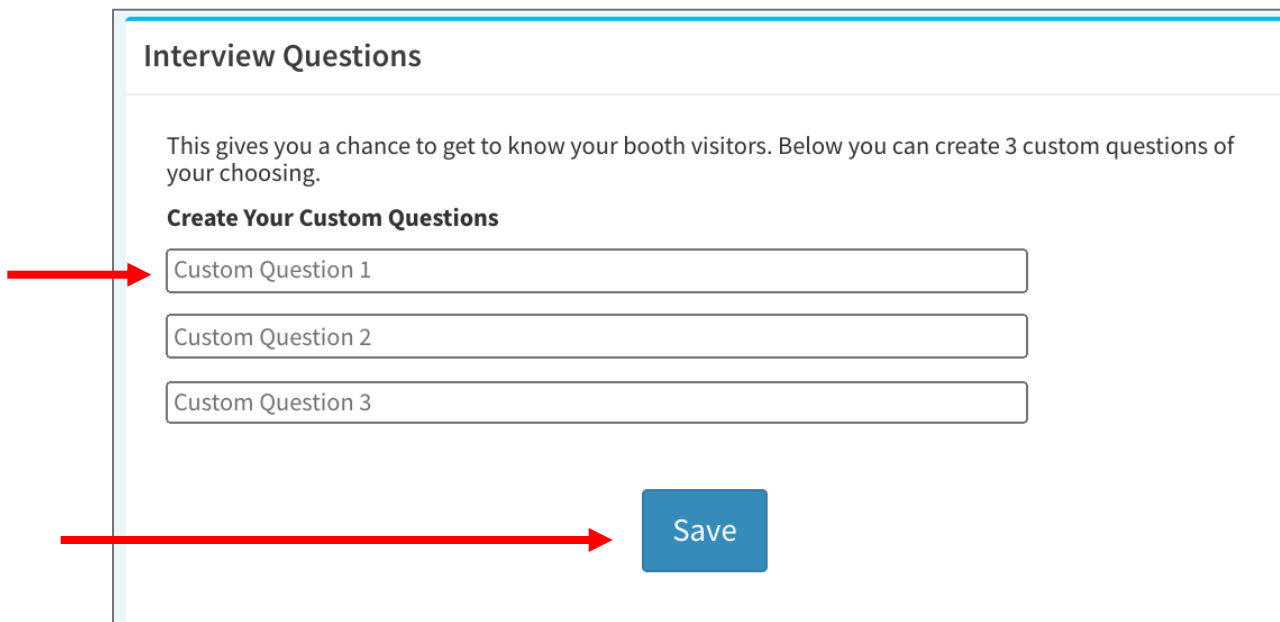
PDF 4 Display Title

PDF 5

Choose File   No file chosen

PDF 5 Display Title

Save

- The Interview Questions section allows you to create custom interview questions to ask candidates. Enter the questions in the text boxes and click Save.

Interview Questions

This gives you a chance to get to know your booth visitors. Below you can create 3 custom questions of your choosing.

Create Your Custom Questions

Custom Question 1

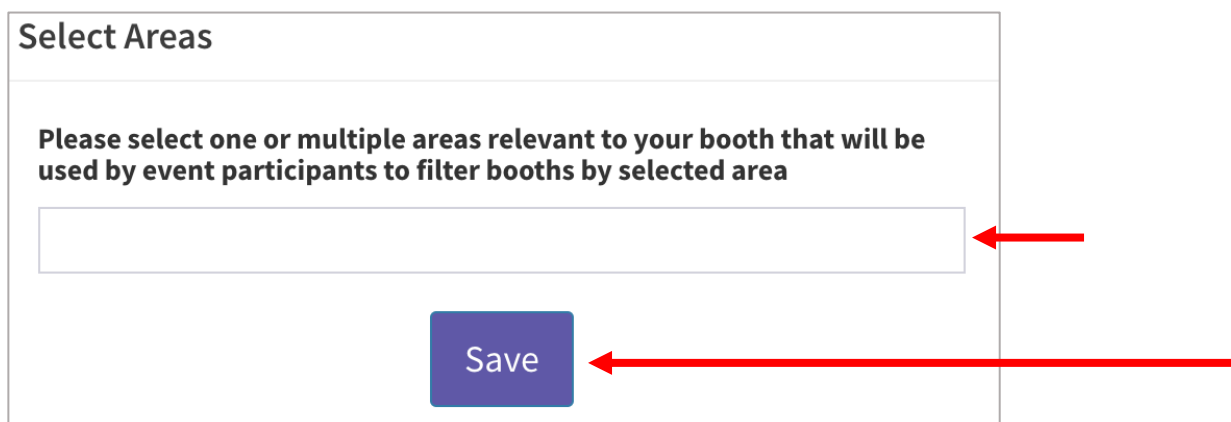Custom Question 2

Custom Question 3

Save

- If the Career Fair is divided into Areas, you can select the areas that correlate with your attendance at the Career Fair. Select one or multiple areas from the list and click "Save".

Select Areas

Please select one or multiple areas relevant to your booth that will be used by event participants to filter booths by selected area

Save

- After completing all of your booth information, click submit to have your booth approved for the upcoming career fair. Tip: The more completely your booth is set-up, the more engaging it is to job seekers.

Submit And Create Job Opportunities

Once you have completed all the information above, please hit the Submit button below. This will submit your booth to be approved for the fair:
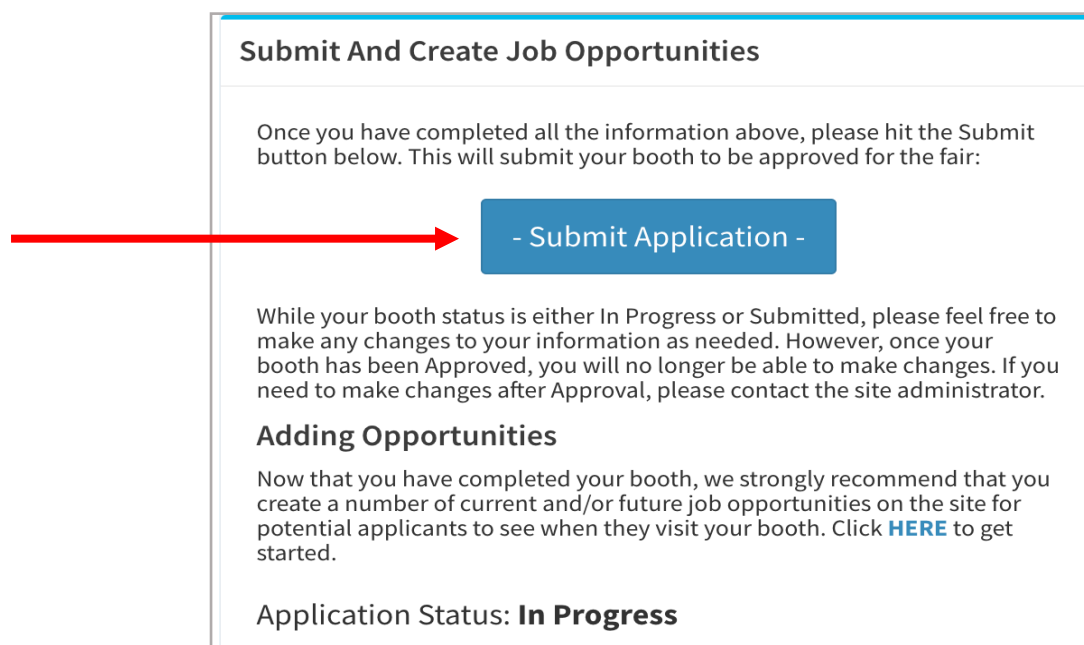
- Submit Application -

While your booth status is either In Progress or Submitted, please feel free to make any changes to your information as needed. However, once your booth has been Approved, you will no longer be able to make changes. If you need to make changes after Approval, please contact the site administrator.

Adding Opportunities

Now that you have completed your booth, we strongly recommend that you create a number of current and/or future job opportunities on the site for potential applicants to see when they visit your booth. Click **HERE** to get started.

Application Status: **In Progress**

//COMPLETE COMPANY PROFILE

After submitting your booth, click Edit Profile at the top of the screen to ensure your company's profile information is complete. It is also useful to complete the Job Cards and Recommended Learning sections. Job Cards inform candidates about the types of jobs your company hires and the Recommended Learning highlights training courses that candidates can take to increase their skills that are applicable to your positions.

//POST YOUR JOBS ON THE SITE

Post your open positions on the site for job seekers to view and apply. You can post jobs directly on the GreaterMaconWorks.com site using the easy-to-follow form available in your account under the "Opportunities" section of the menu.

1. Click on "Opportunities" and then select "Post Opportunity".

2. Fill out the form with the information about your open position.
3. Ensure the correct information is selected for your company name and location.
4. Select "Publish" at the bottom of the screen and the position will be available to job seekers on the site.