

FALL 2014

# JOB FAIR

SEPTEMBER 17TH, 2014

9-10AM—VETERANS ONLY  
10AM-2PM—GENERAL PUBLIC

ROCK COUNTY JOB CENTER  
1900 CENTER AVENUE  
JANESVILLE

**\*\*JOB SEEKER PRE-REGISTRATION REQUIRED\*\***

Pre-Registration **MUST** be completed in-person with Job Center staff.

The following steps must be completed:

1. Register on [jobcenterofwisconsin.com](http://jobcenterofwisconsin.com)
2. Complete the Self-Assessment Survey
3. Provide a printed copy of your current resume to Job Center staff for review.  
(If you do not have a resume, please complete the Job Match Profile on JCW & consider attending a Resume Workshop prior to Job Fair registration.)

Staff will be reviewing your resume and asking a series of questions to determine your “work readiness” and be sure that you are able to meet employers’ minimum requirements for employment before issuing your admission ticket.

**FREE TICKETS AVAILABLE NOW!!**

ROCK COUNTY JOB CENTER  
[M-F 8AM-4:30PM]  
CALL (608) 741-3578 FOR INFO

COMMUNITY ACTION PATHWAYS CENTER  
[MONDAYS AFTER 3PM STARTING AUGUST 25TH]  
MUST CALL (608) 313-1325 TO RESERVE APPT.

# PARTICIPATING EMPLOYERS

## APAC CUSTOMER SERVICES

Customer Service Reps

## BELOIT DAILY NEWS

Inside Sales Reps

## CEDAR CREST INC.

CNA

PCA

RN

## CREATIVE COMMUNITY LIVING SERVICES

Residential Coordinators (RC)

Community Protection RC

## DIVERSIFIED PERSONNEL SERVICES

Production

Welders

Banquet Servers

CNC

Administrative Assistant

Customer Service

Mechanic

Sanitation

Cleaning

## DRM INC. / ARBY'S

Crew

Shift Managers

Assistant Managers

## DUNGARVIN WISCONSIN LLC

Direct Support Professionals

## DURHAM SCHOOL SERVICES

School Bus Drivers

School Bus Monitors

## GREDE II LLC

Maintenance Mechanics

General Labor

Molding Manufacturing

PLC Technician

Fabricators

Core Manufacturing

Maintenance Supervisor

Melt Manufacturing

## H&R BLOCK

Tax Professionals

Customer Service Professional

## HERZING UNIVERSITY-MADISON

Educational Opportunities

## HOLTGER BROS. INC.

Equipment Operator

CDL Laborer

Aerial Technician

Foreman

## HORIZON HEALTHCARE INC.

CBT Facilitator

Site Checker

AODA Counselor

Direct Support Professional

## HORMEL FOODS CORP.

Maintenance Mechanics

Industrial Electricians

## IPACESETTERS

Customer Engagement Associates

## JACKSON HEWITT

Tax Preparers

## JANESVILLE GAZETTE

Machine Operators

Product Handlers

## KUHN NORTH AMERICA INC.

Paint Preparers

Welding

Assembly / Fabrication

CNC Machinist

## LTI SERVICES

Forklift Operator

Machine Operator

Assembly (Light & Heavy)

CNC Operator

Material Handlers

Painter

Administrative Assistant

## MANPOWER

Product Auditors

General Labor

Customer Service

## MERCY HEALTH SYSTEM

Various positions available

## MPC, INC.

Machine Operators

Sorters

Material Handlers

## NAZARETH HEALTH & REHAB

CNA

LPN

RN

## PARALLEL EMPLOYMENT GROUP

Assembly

CNC Operators

Welders

Packaging

Forklift Operators

Machine Operators

General Office

Warehouse

Call Center

## PRENT & GOEX CORPORATIONS

Machine Operator Trainee

Inspector/Packer

## PROP SHAFT SUPPLY, INC.

CNC Machinist

Assembly

## QPS EMPLOYMENT GROUP

CNC Operator

Quality Assurance Technician

Electronic Assembler

Forklift Operator

Maintenance Mechanic

MIG Welder

Production Worker

Warehouse

Assembler

## QUALITY CELLULAR—US CELLULAR

Retail Wireless Consultants

## RED TAIL TOWER LLC

Tower Technicians

## SAMS CLUB

Retail Sales Associates

## SASID INC.

Health & Life Sales Agents

IT Coordinator

Welding

## SCHNEIDER

Class A CDL Drivers

Class A Driver Trainees

## SPEEDWAY

Customer Service Reps

Co-Manager

Shift Leader

## STATE COLLECTION SERVICE INC.

Collection Account Reps

Patient Account Call Center

## STOUGHTON TRAILERS

Welders

Assemblers

Production Machine Operators

## STRAIGHT FORWARD OF WISCONSIN

Telephone Advisors

## TIGRE ADS USA

HR Analyst

Marketing Analyst

Process Engineering Manager

Logistics & Production Manager

Tooling Technician

Machine Operator

Customer Service

## TOTAL ADMINISTRATIVE SERVICES CORP

Customer Care Specialist

Corporate Recruiter

Java Developer III

Telecommuting Customer Rep

Call Center Manager

Executive Support

Processing Specialist

Evening PT Processing

Payroll Specialist

## TRADESMEN INTERNATIONAL

Carpenters

Plumbers

Electricians

HVAC Technicians

Steel Erectors

Masons & Mason Tenders

Welders

Concrete Finishers & Laborers

Maintenance

## UNITED STAFF ON SITE

Quality Assurance Manager

Finisher

Packer

## UNIVERSAL ACOUSTIC & EMISSION TECH.

Mechanical Engineering Tech

Assembly

Fabricator

Painter/Blaster

Welder

Quality Technician

## VISITING ANGELS LAS

PCW

CNA

Caregivers

## WEST CORPORATION

Corporate Prospector

Merchant Finance Specialist

Commercial Account Manager

Small Business Prospector

## WISCONSIN DEPARTMENT OF CORRECTIONS

Correctional Officer

Facilities Maintenance Specialist

Nursing (RN)

Social Worker (AODA)

# SUGGESTED JOB FAIR ATTIRE

## DRESS FOR SUCCESS

**2014 ROCK COUNTY JOB FAIR**

**ACCEPTABLE WOMEN’S ATTIRE**

- Pant or skirt suits (Skirt no more than 2” above the knee)
- Blouse & pants
- Button-up shirt
- Dress in neutral color
- Dress boots / shoes, low heels / flats
- Nicely pressed, clean jeans (no holes!)
- Jacket or blazer

**ACCESSORIES**

- Modest jewelry
- One watch
- Remove facial piercings, except pierced earrings for women
- No heavy cologne or perfume
- Carry a portfolio or folder with resumes, pens and notepad



**ACCEPTABLE MEN’S ATTIRE**

- Suit in neutral color
- Dress slacks or khakis
- Sweater
- Collared / button-up / dress shirt / polo shirt
- Tie / belt / suspenders
- Nicely pressed, clean jeans (no holes!)
- Loafers / lugs / dress shoes
- Sport jacket or blazer

**GROOMING CONSIDERATIONS**

- Hair neatly combed or properly arranged
- Clean face, hands and fingernails
- Face shaved/beard neatly trimmed/fresh makeup
- Teeth brushed, breath fresh
- Clean clothing, pressed and neat looking
- Shoes shined



# UNACCEPTABLE ATTIRE

- Hats / doo rags
- Saggy jeans or pants
- Excessive jewelry
- Revealing clothing
- Extremely low neckline
- Tube / tank tops
- Jogging suit
- Visible midriff/belly
- Miniskirts
- Flip-flops
- Hair pick or comb in hair
- Inappropriate language or images on clothing
- Shorts
- Pajamas
- Sports jerseys
- Visible undergarments
- Body odor / excessive perfume or cologne



**YOU WILL BE DENIED ENTRY TO THE JOB FAIR  
IF YOU ARE NOT DRESSED APPROPRIATELY.**



**2014 ROCK COUNTY JOB FAIR**

# ATTENDING THE JOB FAIR

## TIPS FOR YOUR SUCCESS

### **BEFORE THE JOB FAIR**

- Check <http://www.wisconsinjobcenter.org/jobfairs/> for a list of participating employers.
- Research the companies that interest you. Learn who they are and what they do.  
Check company websites for information.
- Create a prioritized list of employers you'd like to meet with at the Job Fair
- Plan your strategy. Visit the booths that interest you most when your energy level is up and you are at your best.
- Do not wander or roam. Present yourself with a purpose.
- Don't be shy- be prepared!
- Prepare and practice your introduction. You should be able to state in less than 30 seconds your name, work experiences and education in a manner that is natural.
- Practice out loud to feel comfortable with your presentation to the employer.
- Resumes — Prepare a strong resume and bring a sufficient amount with you. (We recommend at least 30)
- Resumes must be crisp and clean. Carry in a portfolio or folder, if possible.
- If you're uncertain of your resume quality or content, visit your local Job Center for assistance.

### **DURING THE JOB FAIR**

- Greet each employer with a firm handshake and smile.
- Make eye contact and introduce yourself.
- Be polite!
- Listen carefully to what the recruiter is saying. The room will be noisy and busy.  
Try not to become distracted.
- Focus, Focus, Focus!
- Don't let promotional freebies on the table distract you; do not grab at them.
- Remember the recruiter's name. Glance at a nametag.
- Get a business card from each recruiter. Save and use it for follow-up purposes.
- Thank each recruiter for their time.

### **AFTER THE JOB FAIR**

- Send a follow-up/thank you letter to each employer with which you spoke.
- Send letters within 3 days after the event.
- It is okay to enclose a resume with your thank you letter.  
This may draw attention to your name once again.

### **SUGGESTED WEBSITES TO HELP PREPARE YOU FOR THE JOB FAIR**

- <http://www.creativekeys.net/powerfulpresentations/article1024.html>
- [http://www.employmentguide.com/careeradvice/Job\\_Fair\\_Advice.html](http://www.employmentguide.com/careeradvice/Job_Fair_Advice.html)
- [http://www.quintcareers.com/career\\_fair\\_resources.html](http://www.quintcareers.com/career_fair_resources.html)

