



# REVOLUTION

**180° REVERSE JOB FAIR**

NCPN Conference

October 26, 2017

All information contained is property of Dynamic Works Institute  
Copyright 2017

# ABOUT



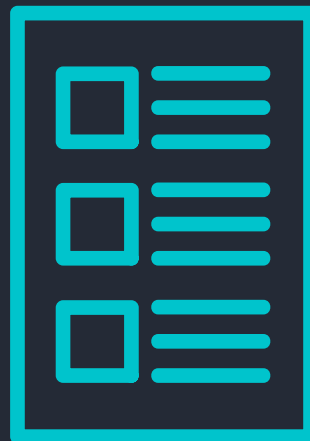
The Reverse Job Fair is an incredible opportunity for young adults to showcase their skills, personality, and ambition to local employers and businesses. In the traditional job fair setting, individuals meet with businesses/employers at organized booths. Job seekers walk around these booths so they can learn about new companies, speak with employers and/or Human Resource reps, and hopefully, secure a job or an interview. The Reverse Job Fair is similar, but also unique because it gives the employers the chance to talk to more potential employees in the opposite order. Young adults in the program will have to show hard work and dedication by creating their own booth for employers to come visit. This role reversal puts the ball in the young people's court and provides new opportunities to stand out among their peers.





# EXPECTATIONS

Participation in the Reverse Job Fair will be available only to those individuals who attended a Dynamic Futures Bootcamp; this boot camp will give youth the ability to improve their resumes, interview skills, and professionalism. If the young adults complete the Boot Camp successfully, they will be rewarded with a booth at the Reverse Job Fair where they will get to showcase their portfolios and market their skills/values to companies. All young adults will be "Borderplex Certified".



**Completed courses in:**

**HR compliance**

**Soft skills**

**Job readiness**

**Resume building**



# WORKFLOW

SET DATE, LOCATION &  
CAPACITY

OPEN  
REGISTRATION FORM

FACILITATOR REQUESTS  
ONLINE TOOLS

SCHEDULE  
REGISTERED YOUTH

FACILITATOR PREPARES  
DOCUMENTATION

**GO TIME!**

# FORMS & DOCS



- I-9
- W-4
- Dynamic Futures Program Application

- 
- Strength-Based Worksheet
  - WIOA Interview Questionnaire
  - Networking Worksheet
  - Listening Self Assessment
  - Bridge Plan Worksheet
  - Mock Interview
  - Post Feedback Survey



# DAY 1 DYNAMIC FUTURES BOOT CAMP

01

Supplies: computers with access to the internet and a printer, portfolios, pens, pencils, markers, poster boards, construction paper, scissors, glue, certificate paper, a camera, a projector, a screen, speakers, headphones, catered lunch/snacks/drinks, teaching facilitator.

02

When young adults come in to the boot camp, they might not know what the end goal is. It is important to explain the main idea before the day begins – make sure all youth know that they will be creating a poster board to represent themselves. (such as a live LinkedIn or Facebook page at a booth to represent themselves)

03

Follow Boot Camp Schedule (next page)





# DAY 1 BOOT CAMP SCHEDULE

8:00 – 8:15 -- Staff prepare for the day (copies, setup, etc.)

8:15 – 8:30 -- Welcome & introduction to program

8:30 – 9:15 -- StrengthFinders

9:15 – 10:45 -- Resume Building

10:45 – 11:30 -- Basic Skills for Success at Work

11:30 – 12:00 -- Dress for Success

12:00 – 1:00 -- Working Lunch (debrief on lessons learned)

1:00 – 2:00 -- HR Basics

2:00 – 3:00 -- Compliance Courses

3:00 – 4:00 -- Portfolio

4:00 – 4:30 -- Interview Skills

4:30 – 5:00 -- Hand out poster board, materials, and certificates

For Dynamic Futures curriculum and purchasing information, please contact:  
Gena Leisten, Dynamic Works Institute at 513-238-4665 or [gleisten@dwfs.us](mailto:gleisten@dwfs.us)





# DAY 2 THE DAY OF THE REVERSE JOB FAIR

01

Young adults may not participate in the Reverse Job Fair if they do not bring their completed poster board on the date of the job fair. It is imperative that young adults who are Borderplex Certified are held to a higher standard, especially on the day of a job fair.

02

**Before employers arrive**, young adults will be issued a polo shirt bearing the Workforce Solutions Borderplex logo as well as the “Borderplex Certified” emblem. While the young adults are making last minute preparations, it is imperative that the facilitator(s) walk around the room and give last minute tips and pointers to maximize the potential for a direct hire.

03

Reverse Job Fair Schedule(next page)







# DAY 2 THE DAY OF THE REVERSE JOB FAIR SCHEDULE

8:00 – 8:30 -- Check-in and set up

9:00 – 11:00 -- Network and Presentation

11:00 – 12:00 -- Participation in hiring fair (optional)

12:00 – 1:30 -- Working Lunch & Evaluations



FIRST TWO REVERSE JOB FAIRS

# RESULTS:



**26**

In-School Youth

**75**

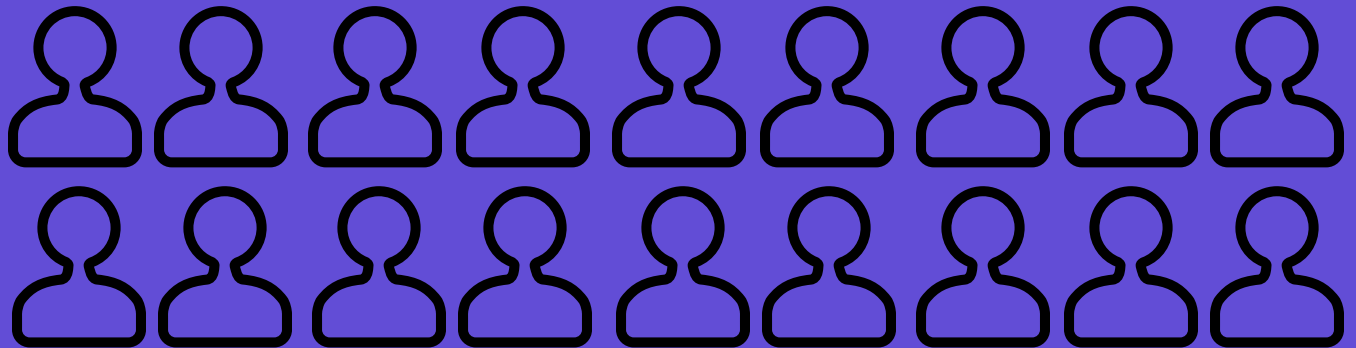
Out-of-School Youth

**61**

Employers

**18**

Hires and Internships





# INNOVATIVE PRACTICES:



- Converting the links to the 30 second commercial videos to QR Codes
- Managing list of invites through event brite (free registration)
- Business cards for youth (with QR code of 30 second commercial on the back)
- SurveyMonkey for customer (job seekers and employers) satisfaction surveys
- Certification or VIP status in Job Readiness that is explained to employers and the community





# CONTACT

Gena Leisten

Project Lead

513-238-4665

[gleisten@dwfs.us](mailto:gleisten@dwfs.us)



[www.dwfs.us](http://www.dwfs.us)