



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-83-OPE

(This Policy Bulletin Replaces PB #07-23-OPE)

JOB FAIR PREPARATION AND TRACKING

<p>Date: June 29, 2007</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Vendors</p> <p>Regional Staff</p>	<p>The purpose of this policy bulletin is to inform regional staff and relevant Family Independence Administration (FIA) staff of their responsibilities regarding Job Fairs. This includes preparing for the Job Fair, running the Job Fair, and tracking mandatory and voluntary applicants/participants during the entire Job Fair process. It is informational for all other FIA staff.</p> <p>Job Fair Preparation</p> <p>Participating Vendors are responsible for recruiting the employers who take part in the Job Fair.</p> <p>Regional staff is responsible for creating rosters, employer cards, posters, flyers and adding the employers recruited by the vendors for the Job Fair into NYCWAY (see Attachment A for detailed instructions on job fairs and adding employers to NYCWAY).</p> <p><u>Creating Rosters, Employer Cards, Posters and Flyers</u></p> <ul style="list-style-type: none"> • Select a theme for the Job Fair based on input from the Office of Public Information and Communications (OPIC), the Office of Procedures and regional representatives • Create flyers and posters based on the approved theme • Submit flyers and posters for approval by FIA Procedures and FIA Operations • Create a roster of all applicants/participants who are invited to the Job Fair • Mail the Job Fair Notice form (W-500JJ) and the flyer to the applicants/participants

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

- the **W-500JJ** has been designed to accommodate Job Fair appointments for mandatory and voluntary applicants/participants. The **W-500JJ** and the Job Fair flyer are generated when MIS batch posts Action Codes **12JI** (Client Required to Attend Mandatory Job Fair) and **12JE** (Client Invited to Attend Voluntary Job Fair).
- Change the Zipper message (English/Spanish) at the main Reception area of the Model Center prior to the mailing.
- Complete the Employer Contact Cards (**Attachment B**) with labels representing the name of each applicant/participant taking part in the Job Fair

Responsibilities on the Day of the Job Fair

The applicant/participant will go to the Registration Desk and present his/her **W-500JJ** at the Job Fair. Staff must:

- annotate the roster
- give the applicant/participant an Employer Contact Card (**Attachment B**) and inform him/her that each employer contacted at the Job Fair must sign the form in the designated space
- collect the Employer Contact Cards (**Attachment B**) from the applicant/participant before s/he leaves the Job Fair and ensure that the cards have been signed by the employer(s)
- collect the Employer Follow-up Interview Logs (**Attachment C**) from the employer(s) at the end of the Job Fair
 - these logs are maintained by the employer and include the Job Fair name, name of the applicant/participant and the date of the follow-up interview.

Responsibilities at the End of the Job Fair

For Applicants/Participants Who Fail to Report (FTR) to the Job Fair

NYCWAY will autopost the following codes based on whether the fair is mandatory or non-mandatory.

Mandatory Job Fair

One of the following three infraction codes will autopost 10 calendar days from the date of the mandatory Job Fair based on the case status on the autopost date:

- **12JZ** (AP/SI Client FTR Job Fair) – to move applicants in Applying (AP) or Single Issuance (SI) status to the **ISAR** Worklist

Non-Mandatory Job Fair

- **12JY** (Sanctioned Client FTR/FTC Job Fair) – to identify sanctioned clients. **12JY** completes itself
- **42JZ** (Active Client FTR w/Job Fair) – to send active participants to conciliation.

Action Code **12JO** (Job Fair Process Completed) will autopost 30 days after the date of the non-mandatory Job Fair and close out all Job Fair activity.

For Applicants/Participants Who Attend the Job Fair

Designated staff who collect the Employer Contact Cards must access NYCWAY and, at the **Master Menu**, enter Action Code **12JR** (Client Attended Job Fair) in the **Enter an Action** field for those applicants/participants who attended the Job Fair and Transmit.

For Applicants/Participants Who Attend the Job Fair But Fail to Cooperate (FTC)

Mandatory Job Fair

Designated staff will enter the following action codes in the **Enter an Action** field on the **Master Menu** within 10 days of the date of the Job Fair, for those applicants/participants who FTC. Staff must also enter an explanation of the infraction in the **Comment** field.

- **12JW** (AP/SI Client FTC at Job Fair) – to move applicants in Applying (AP) or Single Issue (SI) status to the **ISAR** Worklist
- **12JY** (Sanctioned Client FTR/FTC Job Fair) – to identify sanctioned participants. **12JY** completes itself
- **42JW** (Active Client FTC at Job Fair) – to send active participants to conciliation.

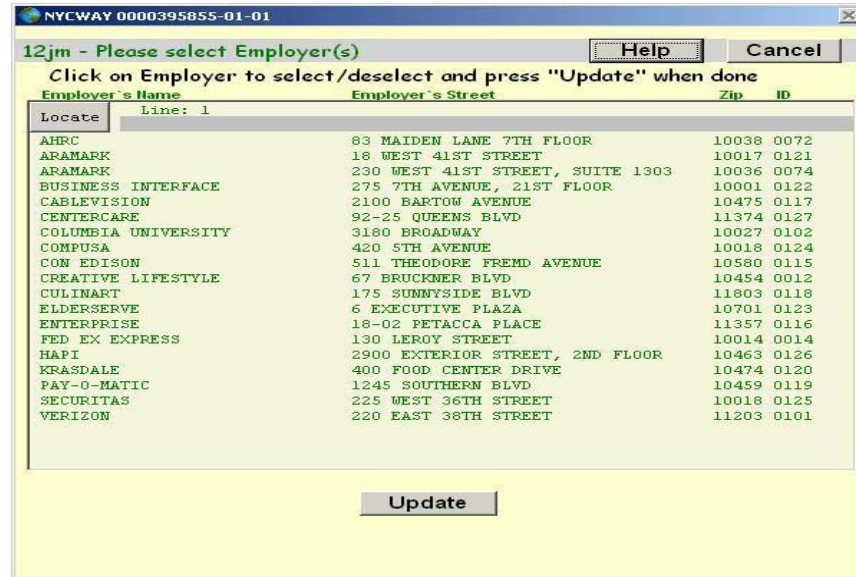
Non-Mandatory Job Fair

The system will autopost **12JO** (Job Fair Process Completed) 10 days after the Job Fair for applicants/participants who attended the Job Fair but did not meet with an employer.

For Applicants/Participants Who Attended the Job Fair and Met With Employer(s)

- Enter the Action Code **12JM** (Clients Met with Employer at Job Fair)
- Enter a **Comment** on the **Enter an Action** screen, Transmit and the **Please Select Employer(s)** screen appears

Please Select Employer(s) screen



Only one 12JM will post

- Highlight all employers the applicant/participant meets with as indicated on the **Employer Contact Card**, click **Update** and a popup will appear reminding Workers to select all employers. Each Employer ID will automatically appear in the “Additional Comments” section of Action Code **12JM**.

Applicants/Participants Who Have Met with an Employer and Have Follow-up Interviews

- Enter Action Code **12JS** (Client Scheduled Interview(s) from Job Fair) in the **Enter an Action** field on the **Master Menu** for every applicant/participant (mandatory/non-mandatory) that has a follow-up job interview scheduled as a result of the Job Fair. Transmit, and the **Please Select Employer(s)** screen appears. This screen lists all those employers with whom contact was made

Please Select Employer(s) screen with Interview Date to select

Click on an employer

Employer's Name	Employer's Street	Zip	ID	Interview Date
CREATIVE LIFESTYLE	67 BRUCKNER BLVD	10454	0012	
AHRC	83 MAIDEN LANE 7TH FLOOR	10038	0072	01/26/2007
ARAMARK	230 WEST 41ST STREET, SUITE 1303	10036	0074	
ENTERPRISE	18-02 PETACCA PLACE	11357	0116	
CULINART	175 SUNNYSIDE BLVD	11803	0118	
ARAMARK	18 WEST 41ST STREET	10017	0121	
BUSINESS INTERFACE	275 7TH AVENUE, 21ST FLOOR	10001	0122	
ELDERSERVE	6 EXECUTIVE PLAZA	10701	0123	

12js - Please select interview date Back

Press "Update" when done

Employer's Name	Interview Date
CULINART	01/29/2007

Update

Click here to select an interview date

- Click on the employer, select the interview date indicated on the **Employer Contact Card** and the **Employer Follow-up Interview Log**
- Click **Update** and the **Please Select Employer** screen returns with the selected interview date listed opposite the employer. Continue this process until all employers have been selected and click **Update**

Please Select Employer(s) screen with selected Interview Date

Employer's Name	Employer's Street	Zip	ID	Interview Date
CREATIVE LIFESTYLE	67 BRUCKNER BLVD	10454	0012	
AHRC	83 MAIDEN LANE 7TH FLOOR	10038	0072	01/26/2007
ARAMARK	230 WEST 41ST STREET, SUITE 1303	10036	0074	
ENTERPRISE	18-02 PETACCA PLACE	11357	0116	
CULINART	175 SUNNYSIDE BLVD	11803	0118	01/29/2007
ARAMARK	18 WEST 41ST STREET	10017	0121	
BUSINESS INTERFACE	275 7TH AVENUE, 21ST FLOOR	10001	0122	
ELDERSERVE	6 EXECUTIVE PLAZA	10701	0123	

Update

Employer with interview date

Only one **12JS** will post

- Transmit and each Employer ID with the corresponding follow-up interview date will automatically appear in the “Additional Comments” section of Action Code **12JS**. The FAD on the **12JS** is equal to one business day after the last interview date.

Action Code **12JO** (Job Fair Process Completed) will post 30 calendar days after the last follow-up interview date as indicated on the **12JS**.

Interview Follow-Up – For Vendors Only

Vendor
Responsibility

Vendors should refer to **Attachment D** which outlines in detail the Job Fair responsibilities of the Vendor.

Note: Please refer to the **JOBFR** Worklist to view all Job Fair action codes.

Action Code **12JO** (Job Fair Process Completed) will post 30 calendar days after the last follow-up interview date as indicated on the **12JS**.

Effective Immediately

Attachments:

Attachment A Adding Employers and Job Fairs to NYCWAY

Attachment B Employer Contact Card

Attachment C Employer Follow-up Interview Log

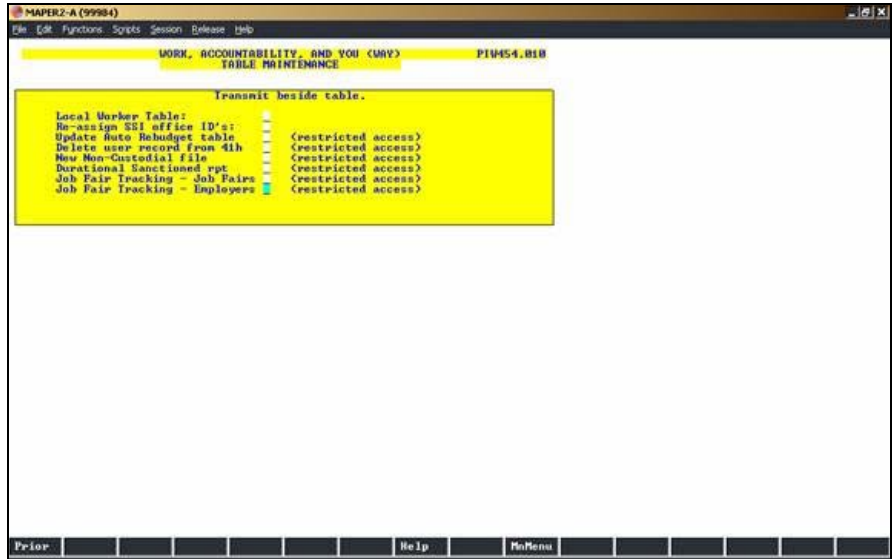
Attachment D Job Fair Instructional Update for the BTW Vendor Staff

Attachment A – Adding Employers and Job Fairs to NYCWAY

Adding Employers to NYCWAY

- Access NYCWAY and select **Administrative Functions** from the **NYCWAY Master Menu**. Transmit and the **Administrative Menu** appears
- Select **Table Maintenance**, Transmit and the **Table Maintenance** screen appears

Table Maintenance screen



- Select **Job Fair Tracking – Employers**, Transmit and the **Please Select Employer** screen appears

Attachment A – Adding Employers and Job Fairs to NYCWAY

Please Select
Employer screen

NYCWAY - JOBFAIREMP

Please select Employer

Click on Employer to select/deselect and press appropriate button

Employer's Name	Employer's Street	Zip	ID
Locate	Line: 1		
1010 Wins Apple	WWW.Wins.com	0039	
AARGO Services Inc	112-26 East 128th Street	10035	0032
Accent Energy	575 Madison Ave 10th Floor	10022	0046
Aegis Communications	80 Broad Street 10th Floor	10004	0080
AHRC	83 Maiden Lane 7th floor	10038	0072
Allen Health Care	1942 Mc Donald Ave.	11223	0010
AM New York	330 West 34th Street 17th Floor	10001	0044
Americare	171 Kings Highway	11223	0073
AOD Staffing	228 E. 45th St., 16th Floor	10017	0001
Aramark	18 West 41st Street	10017	0121
Aramark	230 West 41st Street, Suite 1303	10036	0074
ASA	1293 Broadway One Harold Square	10001	0057
Atentique Domestics	250 West 19th Street Suite 1K	10011	0049
Babies R Us	15th Street & Union Square	10003	0104
BACO	1190 Longwood Ave.	10474	0002
Banco Popular North American	164 East 116th Street	10029	0051
BBQS	241 West 42nd Street	10036	0055
Biscuits & Bath	701 Second Ave 38th Street	10017	0054
Board of Health	1309 Fulton Avenue 2nd Floor	10456	0060
Bronx Inst for Career Trn/Dev	962 Ogden Avenue	10452	0036
*Brooklyn Chamber of Commerce	9 Bond St	11201	0114
Brooklyn Chamber of Commerce	9 Bond Street	11201	0023

- Review the employers listed to determine if a recruited employer is already listed. If an employer is already listed, there is no need to add it to the master list unless the address is different. If it is different, add the employer again with the different address
- Add the employers to the master list if they are not listed
- Click **New** on the **Please Select an Employer** screen and the **Job Fair – Add New Employer** screen appears

Attachment A – Adding Employers and Job Fairs to NYCWAY

Job Fair-Add New Employer screen

NYCWAY - JOBFAIREMP

Job Fair - Add New Employer Help Back

Enter all the fields and press "Update" when done

Name

Street

City

Zip

Phone

SA Test Req?

Add New

If you need to update an employer, click **Update** on the **Please Select an Employer** screen and make the changes.

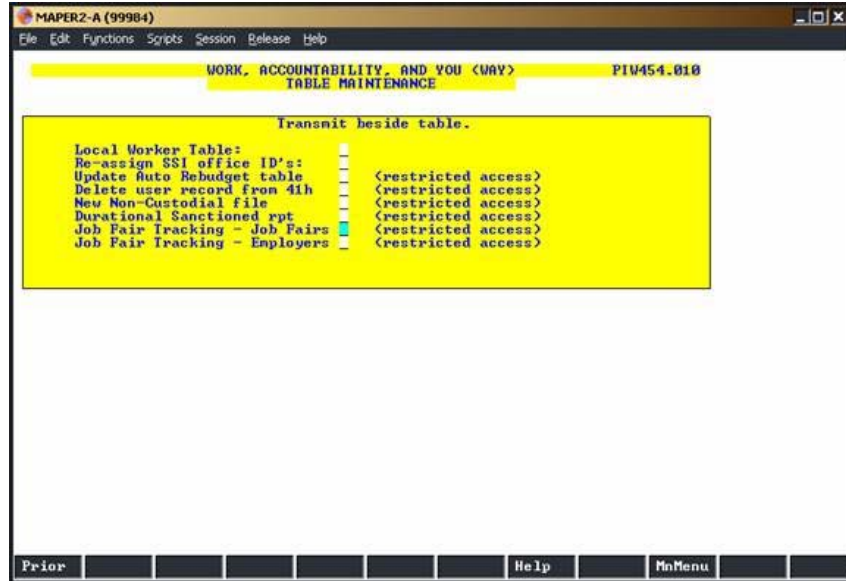
- Enter the required fields **Employer Name, Street, City, Zip** and the optional fields **Phone** and **SA Test Req?** (substance abuse test). Click on **Add New** and continue the process until all employers have been added
- Next, select a Job Fair and add the employers listed on the master list to the Job Fair Table. Exit and return to the **Master Menu** and follow the instructions in the "Adding a Job Fair and Adding Employers to the Job Fair in NYCWAY" section (see below).

Adding a Job Fair and Adding Employers to the Job Fair in NYCWAY

- Return to the **Master Menu** and select Administrative Functions. Transmit and the **Administrative Menu** appears. Select **Table Maintenance**, Transmit and the **Table Maintenance** screen appears

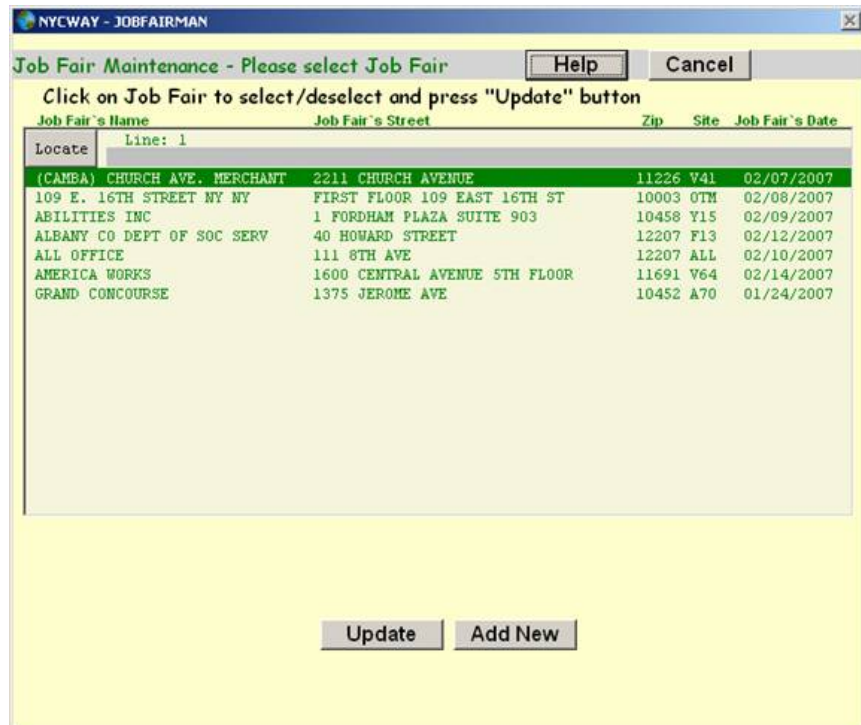
Attachment A – Adding Employers and Job Fairs to NYCWAY

Table Maintenance screen



- Select **Job Fair Tracking – Job Fairs** and Transmit. The **Job Fair Maintenance** screen appears

Job Fair Maintenance-Please Select Job Fair screen



Click **Update** to make changes to a Job Fair.

- Click on **Add New** on the **Job Fair Maintenance** screen to add a new Job Fair. The **Add New Job Fair** screen appears

Attachment A – Adding Employers and Job Fairs to NYCWAY

Add New Job Fair screen

NYCWAY - JOBFIRMAN

Add New Job Fair Help Back

Select Job Fair Site and Date and press "Add" when done

Job Fair's Name	Job Fair's Street	Job Fair's City	Zip
BEGIN VOWS DFTA SPANISH	220 CHURCH STREET	NEW YORK	10013
BEGIN VOWS DFTA SPANISH	220 CHURCH STREET	NEW YORK	10013
BEGIN VOWS DFTA SPANISH	220 CHURCH STREET	NEW YORK	10013
BEGIN VOWS DFTA SPANISH	220 CHURCH STREET	NEW YORK	10013
BEGIN VOWS EHCCI	413 EAST 120TH STREET	NEW YORK	10035
BEGIN VOWS EHCCI	413 EAST 120TH STREET	NEW YORK	10035
BEGIN VOWS EHCCI	413 EAST 120TH STREET	NEW YORK	10035
BEGIN VOWS FECS	315 HUDSON STREET	NEW YORK	10013
BEGIN VOWS FECS	315 HUDSON STREET	NEW YORK	10013
BEGIN VOWS FECS	315 HUDSON STREET	NEW YORK	10013
BEGIN VOWS HIGHBRIDGE CLC	950 ANDERSON AVENUE	BROMX	10452
BEGIN VOWS HIGHBRIDGE CLC	950 ANDERSON AVENUE	BROMX	10452
BEGIN VOWS HIGHBRIDGE CLC	950 ANDERSON AVENUE	BROMX	10452
BEGIN VOWS NMIC	76 WADSWORTH AVENUE	NEW YORK	10033
BEGIN VOWS NMIC	76 WADSWORTH AVENUE	NEW YORK	10033
BEGIN VOWS NMIC	76 WADSWORTH AVENUE	NEW YORK	10033

Job Fair Date: 03/06/2007

Add

Select Job Fair date

- Select the Job Fair, the Job Fair Date, click **Add** and the **Please Select Employers** screen appears

Job Fair, Please Select Employers screen

NYCWAY - JOBFIRMAN

Job Fair 03/06/2007 3A1 Please select Employers Help Back

Click on Employer(s) to be added for this Job Fair and press "Add" button

Employer's Name	Employer's Street	Zip	ID
1010 Wins Apple	WWW.Wins.com		0039
AARGO Services Inc	112-26 East 128th Street	10035	0032
Accent Energy	575 Madison Ave 10th Floor	10022	0046
Aegis Communications	80 Broad Street 10th Floor	10004	0080
AHRC	83 Maiden Lane 7th floor	10038	0072
Allen Health Care	1942 Mc Donald Ave.	11223	0010
AM New York	330 West 34th Street 17th Floor	10001	0044
Americare	171 Kings Highway	11223	0073

Add

Click on already added Employer(s) to deselect and press "Remove" button

Employer's Name	Employer's Street	Zip	ID
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Remove

When done selecting/deselecting all Employers press "Update" button Update

- Select the employers to be added and click **Add**. The employers will appear in the lower section of the screen.

Attachment C – Employer Follow-up Interview Log

Job Fair Name _____

Date _____

Employer Name _____

Participant's Name

Date of Follow-up Interview

Attachment D - Job Fair Instructional Update for the BTW Vendor Staff

Introduction

The purpose of this Instructional Update is to advise the BTW vendor staff of their responsibilities regarding Job Fairs organized for the HRA/FIA program participants.



In order to help the PA applicants and recipients secure unsubsidized jobs, HRA and its community partners will continue organizing Job Fairs. The main purpose of these events is to make a connection between the HRA participants and the employers who have available positions. Job Fair outcomes may include employment interviews and subsequent job placements.

BTW vendors are expected to actively participate in the employer recruitment process. They will be required to monitor their participants' attendance at the Job Fairs as well as the subsequent interview process. The BTW vendors will be responsible for data entering the related information into the NYCWAY and Online Timekeeping systems as described further in this update. BTW vendors are expected to work collaboratively with the HRA staff at the Job Fair, but are only responsible for the cases that have been referred to them.

HRA participants (including, but not limited to PA applicants, participants, FS participants, and other categories) can be scheduled to attend a mandatory or voluntary Job Fair. For each participant whose case is in the NYCWAY System, the system will post either the **12JI** (Client Required to Attend Mandatory Job Fair) if the Job Fair is mandatory or the **12JE** (Client Invited to Attend Voluntary Job Fair) if the Job Fair is voluntary. These codes will cause the respective cases to appear on the JOBFR worklist as further described below.

By mutual agreement between the Job Fair organizers and the BTW vendors, the vendors may be involved in the following activities. They may be asked to set a schedule for their participants to attend the Job Fair at specific times on the day of the event or to bring the participants to the event in organized groups as agreed upon in advance.

The Job Fair Process

-  Participating BTW vendors in conjunction with HRA staff are responsible for recruiting the employers who take part in the Job Fair
-  Participating BTW vendors are responsible for intensively working with assigned HRA participants in preparing them to effectively utilize all the opportunities associated with the Job Fair

BTW Vendor Preparatory Work with Employers and HRA Staff

As part of the BTW vendor responsibilities in preparing for the upcoming Job Fair the vendors will be attending preparatory meetings with the FIA regional and other designated staff. At these meetings the location and the time of the next Job Fair will be determined as well as the particular population of the HRA participants who will have to attend it. Normally, all HRA participants assigned to the BTW vendors will be invited to the Job Fair. HRA staff will instruct the vendors as to how many employers the Job Fair

Attachment D - Job Fair Instructional Update for the BTW Vendor Staff

can accommodate. The vendors will report on their progress in recruiting the employers who will participate in the Job Fair. The vendors will also get written confirmation in advance, from the employers, indicating that they will be attending the job fair. The vendor must submit to HRA the final list of the confirmed employers no later than seven calendar days before the Job Fair, so that the list can be entered in the Employer Table in the NYCWAY System before the event. The designated HRA staff will inform the vendors once the Job Fair has been scheduled in the NYCWAY System and the invitation letters to the HRA participants have been sent.

Monitoring Job Fair Worklist (JOBFR)

- ✚ All Job Fair related appointment codes once posted in the NYCWAY System will cause the respective participant to appear on the **JOBFR** Worklist. The worklist is accessible to the BTW vendors and will serve as the primary monitoring tool to ensure the appropriate follow-up.
- ✚ As soon as the invitation letters are sent to the HRA participants, designated vendor staff will access the **JOBFR** worklist and obtain the list of all the cases that have a scheduled Job Fair appointment. The step-by-step process of selecting and filtering the worklist and obtaining the list of assigned participants is detailed further on pages 2 and 3.
- ✚ The number of participants assigned to a BTW vendor who have been referred to the Job Fair is likely to continue increasing during the weeks preceding the Job Fair due to the daily BTW referrals. Conversely, some participants will find employment, fail to report/comply and due to these or other reasons prior to the Job Fair will drop off the BTW vendor roster.
- ✚ To account for these changes the **BTW vendors are required to access the JOBFR worklist on a weekly basis** and make the appropriate adjustments to their listing of participants who have been scheduled to attend the Job Fair. The vendors have to include all new referrals into their schedule of intensive workshops preparing for the Job Fair.

IMPORTANT NOTE: Any participant assigned to the BTW vendor can attend the Job Fair, even if s/he did not receive an invitation letter. Such participant will be registered at the Job Fair by the organizers.

Retrieving the List of Assigned Job Fair Participants

The staff has to follow the steps below:

- ✚ Sign on in the Web-NYCWAY System
- ✚ At the Main Menu check the 'Appointment and Worklist' option and click the Continue Button
- ✚ At the 'Appointment and Worklist Inquire' Screen use the "Available Worklist" dropdown box and select **JOBFR** worklist
- ✚ In the Action Code filtering field enter an action code **12JI**, if the Job Fair is mandatory, or alternatively enter an action code **12JE** if the Job Fair is voluntary
- ✚ In the pair of fields named Appointment Date enter the same date, the Job Fair date, in both fields: in the Date From and in the Date To fields.

Attachment D - Job Fair Instructional Update for the BTW Vendor Staff

- ✚ Use the 'Local Office or Vendor Code' dropdown and select the appropriate vendor site
- ✚ The next screen will display all the cases that have been scheduled to attend the Job Fair
- ✚ Use the option 'View in Excel' in the upper left-hand corner of the screen to export the list of cases into an Excel file to facilitate further work with this list
- ✚ This Excel spreadsheet could immensely facilitate the appropriate tracking and following-up with the vendor participants who have been invited to attend the Job Fair. While not required to use this particular mechanism, the BTW vendors are encouraged to use this or similar tool. Throughout this Update references are made to the Excel Tracking Worksheet.

BTW Vendor Preparatory Work with Assigned Participants

In their Job Fair preparatory work with the assigned participants the vendors need to check the **JOBFR** Worklist on a weekly basis and remind the participants that they will receive an invitation to the Job Fair by mail. The vendors must instruct the participants to bring the letter (the Job Fair Notice form **W-500JJ**) to the vendor upon receipt. Once confirmed the vendors will indicate the receipt of the invitation letters in the Excel worksheet. If for whatever reason a participant has not received an invitation letter in the mail, the vendor should reprint the letter from the NYCWAY System and give it to the participant.

The BTW vendors have to conduct targeted workshops with their assigned participants who have been invited to the Job Fair. At the workshops the BTW vendor staff must emphasize the following:

- ✚ Job Fair participants have to have updated resumes and bring sufficient number of copies (somewhere between 20 and 30) to the Job Fair
- ✚ The Job Fair flyer will have important information about the Job Fair including the address and the directions to the Job Fair
- ✚ An importance of dressing appropriately; this includes inquiring if the participant has the clothes appropriate for a job interview and giving the referral to the Dress-for-Success or other entities, if necessary.
- ✚ Job Fair participants have to actively seek opportunities to talk to the employers at the event
- ✚ All participants have to register with the HRA registration staff when they arrive at the Job Fair
- ✚ All the participants will receive an Employer Card (see Attachment B). This card will have preprinted the names of all the participating employers. A designated HRA representative at the Job Fair registration will have to write the participant's name in the respective field on the card, if a label with this information is not already affixed to the card.
- ✚ When a participant has talked to an employer, the employer will need to annotate the card indicating that s/he has spoken to the participant
- ✚ The participants will need to hand in the Employer Card to the designated HRA staff upon leaving the Job Fair

Attachment D - Job Fair Instructional Update for the BTW Vendor Staff

If before the date of the Job Fair a participant informs the vendor that s/he is unable to attend the event and brings the sufficient documentation, the vendor will enter an action code **12JC** (Client with Excused Absence from Job Fair), provided that the case has an open action code **12JE** or **12JI**. The vendor will also have to scan this supporting documentation into the HRA Viewer in accordance with the current Scanning/Imaging Process.

New Referrals to BTW without Job Fair Invitations in the NYCWAY System

One week before the date of the scheduled Job Fair the HRA MIS will send the Job Fair invitation letters to the last batch of vendor participants. Participants appearing on the BTW vendor roster after this date will not have **12JE** or **12JI** posted on their cases nor will they receive an invitation letter. BTW vendors have to individually assess job readiness of these referrals during the last week. If a vendor's assessment indicates that a particular participant is not yet job ready, s/he should not be sent to the Job Fair. However, if a participant requests to attend, s/he should not be denied this opportunity.

Those participants whom the vendor considers job-ready should be instructed to attend the Job Fair. The vendor will include them in the preparatory workshops discussed on page 3 and provide with all the necessary instructions and directions to the Job Fair. When these participants arrive at the Job Fair, the HRA registration staff will enter their names on the rosters and data enter the appropriate action codes into the NYCWAY System (**12JE** or **12JI** followed by **12JR** [Client Attended Job Fair]). The participants will also be provided with the Employer Card as discussed above.

If any of the participants fails to attend the Job Fair and does not have an open **12JE** or **12JI**, HRA staff will be unable to indicate such non-compliance in the NYCWAY System. Consequently, the vendors are required to keep a concise record of all such participants and to take appropriate steps indicating non-compliance similarly to any other undocumented absence.

On the Day of the Job Fair

The BTW vendors will have their staff members attend the Job Fair to assist the organizers in overall logistics at the Job Fair. Since the vendors are in the unique position to know all the parties present at the Job Fair the vendors will be called upon to assist the employers and the participants if they have questions regarding the details of the event.

After the Job Fair

The main responsibilities of the BTW vendor after the Job Fair has been conducted include the appropriate follow-up with the assigned participants. The vendors have to help participants prepare for the interviews scheduled at the Job Fair. The vendors are also responsible for documenting the outcome of each interview for all their participants. Such outcomes may include hiring a participant in conjunction with these interviews, a participant's failure to attend an interview, or an interview rescheduling.

Attachment D - Job Fair Instructional Update for the BTW Vendor Staff

If a BTW vendor participant informs the vendor that s/he was unable to attend the Job Fair and brings the sufficient documentation, the vendor will enter an action code **12JC** (Client with Excused Absence from Job Fair) **within seven (7) business days after the event**. The vendor will also have to scan this supporting documentation into the HRA Viewer in accordance with the current Scanning/Imaging Process.

The BTW vendors should undertake intensive and detailed interview preparation for all the participants who have scheduled interviews with the employers after the Job Fair. All these participants will have an action code **12JS** (Client Scheduled Interview(s) posted on their cases. In order to obtain the list of these cases the vendors will need to use the steps outlined previously in the section titled Retrieving the List of Assigned Job Fair Participants with the following exception. In the Action Code field they have to enter **12JS**. Otherwise the process of getting the list remains the same.

To accomplish the above-referenced tasks, the BTW vendor staff will use the list of all the participants who were scheduled to attend the Job Fair. The vendors will take the following actions:

- ✚ For all participants who attended a follow up interview scheduled at the Job Fair the vendor will enter an action code **12JA** (Client Attended Interview With Job Fair Employer). **This action code must be entered for each single interview** a participant has attended.
- ✚ For a participant who has been hired as a result of attending a Job Fair the vendor have to enter an action code **12JF** (Client Hired Full Time by Job Fair Employer) for a full-time job and **12JP** (Client Hired Part Time By Job Fair Employer) for a part-time job. The vendor then should complete an **FIA3A** for this person and follow by **160F/P** (Job Placement Full Time/Part Time) as for any other placement. Additionally, the BTW vendors will be required to report the placements to the Job Fair organizers using a mutually agreed-upon process, which may differ by the region.
- ✚ If a person fails to attend a job interview scheduled as a result of the Job Fair the vendor should enter an action code **12JU** (AP/SI Client FTR at Job Interview) for an applicant/single issue person or **42JU** (Active Client FTR to Job Interview) for an active participant (a recipient).
- ✚ If after the Job Fair was held a BTW vendor participant informs the vendor that s/he was unable to attend the event and brings the sufficient documentation, the vendor should enter an action code **12JC** (Client with Excused Absence from Job Fair) within seven business days after the event. The vendor will also have to scan this supporting documentation into the HRA Viewer in accordance with the current Scanning/Imaging Process.
- ✚ If a participant's interview with an employer has to be re-scheduled by either party, the vendor will need to enter an action code **12JS**. The process of entering this action code will involve accessing the list of the employers, with whom the interview was scheduled; selecting only those interviews that need re-scheduling; changing the interview date and confirming the data entry. The process is guided by the NYCWAY System and is straightforward.

Attachment D - Job Fair Instructional Update for the BTW Vendor Staff

The BTW vendors are required to maintain the proper record of all the actions described above and to ensure that the appropriate follow-up has been provided for every participant scheduled to attend a Job Fair. It is therefore suggested that the vendors use a spreadsheet (such as one generated by Microsoft Excel and described above) and indicate each action taken for every participant on the original **JOBFR** worklist.