



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-45-OPE (This Policy Bulletin Replaces PB #09-32-OPE)

REVISIONS TO THE JOB FAIR AT JACOB JAVITS CENTER

<p>Date: April 17, 2009</p>	<p>Subtopic(s): MIS Mailing</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin has been revised to inform staff that the Job Fair at the Jacob Javits Center is nonmandatory, therefore, participants will receive the EXP-84EE notice instead of the EXP-84DD notice.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to advise Job Center staff that the EXP-84EE notice will be sent to all nonexempt participants in both English and Spanish by Management Information Systems (MIS) and will inform participants of an upcoming Job Fair on May 7, 2009, at the Jacob K. Javits Convention Center.</p> <p>The EXP-84EE notice is nonmandatory and informs the participants of the following:</p> <ul style="list-style-type: none"> • To update participant's résumé with help from his/her employment program vendor • To dress appropriately • To arrive on time • That the participant will not be permitted to enter the Job Fair any earlier than 15 minutes prior to the scheduled time on the notice • Participants can call the Human Resources Administration (HRA) Infoline at (877) 472-8411 with any questions concerning the Job Fair <p>Samples of the revised notice are attached.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

Effective Immediately

Attachments:

☞ Please use Print on Demand to obtain copies of forms.

- EXP-84EE** Job Fair Notice (Rev. 4/7/09)
- EXP-84EE (S)** Job Fair Notice (Spanish) (Rev. 4/7/09)

Date: _____
Case Number: _____
Case Name: _____
Job Center Number: _____

Job Fair Notice

CONGRATULATIONS! You have been selected to participate in a citywide Job Fair that will provide you with an excellent opportunity to obtain a job, or if you are already employed, a higher-paying job leading to financial independence and self-sufficiency. Please see the enclosed flyer.

Many local businesses will be participating in the Job Fair and will be screening candidates for employment opportunities. Employers from various locations throughout the City are also scheduled to participate and will have employment opportunities available for qualified candidates.

We strongly suggest that you work with your employment program vendor to update your résumé. Please make sure to bring at least 50 copies of your résumé to the Job Fair. Professional business attire is required. **Please arrive at the time that has been scheduled for you. You will not be permitted to enter the Job Fair any earlier than 15 minutes prior to your scheduled time. Please bring this letter with you** to expedite the time you have to spend at the Registration Desk. Please do not bring your children or guests with you. There will be no child care provisions available onsite the day of the Job Fair.

Upon arrival, you must report to the Registration Desk and submit this notice in order to verify your attendance. The date, time, and location of the Job Fair are as follows:

Job Fair Date: _____ Time: _____ Telephone: (877) 472-8411

Location Name: Jacob K. Javits Convention Center of New York

Address: 11th Avenue at 36th Street

City: New York State: NY Zip Code: 10001

Travel Directions:

If you have questions concerning this Job Fair please call the telephone number above.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Número del Centro de Trabajo: _____

Aviso para Feria de Trabajo

¡FELICITACIONES! Usted ha sido seleccionado(a) para participar en una Feria de Trabajo que le brindará una excelente oportunidad para obtener un trabajo, o si ya tiene empleo, un trabajo de mayor sueldo que le ayude a alcanzar la independencia económica y la autosuficiencia. Vea el volante adjunto.

Muchos negocios locales participarán en la Feria de Trabajo y entrevistarán a candidatos para oportunidades de empleo. Además habrá empleadores de diferentes áreas de la Ciudad programados para participar con oportunidades de empleo para candidatos que reúnen todos los requisitos.

Le sugerimos que coordine con su contratista del programa de trabajo (employment program vendor) para poner al día su curriculum (résumé). Por favor asegúrese de traer por lo menos 50 copias de su curriculum a la Feria de Trabajo. Se exige vestimenta profesional. **Favor de llegar a la hora que le ha sido programada. No se le permitirá entrar a la Feria de Trabajo más de 15 minutos antes de su hora programada. Favor de traer esta carta consigo** para acelerar el tiempo que tendrá que pasar en la mesa Registro. Favor de no traer a sus hijos o invitados consigo. No habrá cuidado infantil disponible en el local de la Feria de Trabajo.

Al llegar a la Feria de Trabajo, usted tiene que presentarse a la mesa de Registro y entregar este aviso para comprobar su asistencia. La fecha, hora, y el local de la Feria de Trabajo son los siguientes:

Fecha de la Feria de Trabajo: _____ Hora: _____ Teléfono: (877) 472-8411

Nombre del Local: Jacob K. Javits Convention Center of New York

Dirección: 11th Avenue at 36th Street

Ciudad: New York Estado: NY Código Postal: 10001

Indicaciones de Viaje:

Si tiene cualquier pregunta sobre esta Feria de Trabajo, por favor llame al número de teléfono más arriba.