



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the  American Job Center® network

April 5, 2022

Events Calendar Training

Agenda

- Overview
- Demonstration:
 - Adding Events
 - Copying, Editing & Cancelling Events
 - Special Instructions for *Career Connector* (suburban Cook County) Hiring Events
 - Reports
- In the procedure:
 - Registering Individuals
 - Attendance Tracking
- Event Resources

Events Calendar - Overview



- All staff can see all events posted to the Career Connect Events Calendar
- Job seekers with Career Connect accounts can view events that are set to be viewed by “individuals”.



Events Calendar - Overview



- All job fairs / hiring events must be added to the calendar.
- As of 4/6 there is a special event category for the *Career Connector Hiring Events* (suburban Cook County)
- Any *Career Connector* events already listed must be copied and re-entered under the new category.



Events Calendar - Overview

- Need to clean up the events calendar
- By Fri. 4/8, The Partnership will be updating / removing the recurring events as follows:
 - If event was created within the last 6 months, we will set the recurrence to end 6 months from the start date.
 - If event was created more than 6 months ago, recurrences will be set to end on 4/8/2022.



Events Calendar - Overview



- To see if your office to has any recurring events with no end date:
 - Go to Detailed Reports > Attendance Reports > Event Scheduler > Detailed Event List
 - Filters:
 - Select your office(s)
 - Set date range to 03/01/2022 to 03/31/2022
 - Look for events where:
 - *Event Type* column includes “Recurring”, and
 - where *End Date* column is blank

- If the event is still valid, please edit it to add an end date of no more than 6 months in the future.



ENOUGH TALK



LIVE DEMO

Hospitality Hires Chicago



April 28, 2022



**9am-3pm
(last entry 2pm)**



**The Palmer
House Hilton**



Career Connector Events
Connecting Talent & Employers in Cook County

THE MAGNIFICENT MILE ASSOCIATION
MICHIGAN AVENUE DISTRICT | CHICAGO



Employer Registration → <https://bit.ly/HHC5Employer>

Job Seeker Registration → <https://bit.ly/HHC5Register>

CAREER CONNECTOR EVENTS



Career Connector Events

Connecting Talent & Employers in Cook County



**COOK COUNTY
BOARD PRESIDENT**
TONI PRECKWINKLE



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Smaller/Niche Local Events

- Hyper Local Events led by Delegate Agencies and CBOs
- Targeting a population such as Youth, Veteran's and/or Returning Citizens
- Create event planning templates and tools; toolkits for turnkey events

Large Regional Events

- Larger scale events led by The Partnership and the Suburban American Job Centers
- Bring in Community Colleges
- Cover geographic area for all the suburbs

Suburban Employer Initiatives

- Special customized recruitment and outreach for large suburban employers
- Services go beyond hiring events to include On the Job Training, Customized Training and Incumbent Worker Training
- Examples include North Shore Health Care Systems and UPS
- Create toolkits

Program Elements



Candidate Outreach

- Delegate agencies, CBOs, faith-based groups, partner organizations, local municipalities

Candidate Screening

- Agencies conduct job search workshops
- Pre-screen candidates and review resumes

Employer Outreach

- BED, Partnership, Sector Centers recruit employers
- Conduct Employer workshops on business services

Event-Talent Matching

- Hold in-person, virtual and hybrid hiring events
- Conduct Employer and job seeker satisfaction and follow up services

Events Resources

- **Event Calendar procedures & webinar materials:**

<https://workforceboard.zendesk.com/hc/en-us/articles/5297780248589>

- *Career Connector* branding & resources are available at:

<https://workforceboard.zendesk.com/hc/en-us/articles/5015956963725>

- **4/28 Hospitality Hires Toolkit:**

<https://drive.google.com/drive/folders/107UGLbV8f-IL-FAphdyToU6tSXT01sGw?usp=sharing>