

Career Connector Events  
Standardized Event Registration Fields

**Required to Answer:** these fields should be included as **required fields** for registrations for all events. If possible, each item should be a separate field.

- First Name
- Last Name
- Residential Street Address
- City
- State
- Zip code
- Phone Number
- Can we text you at this number? (Standard texting rates may apply)
  - Yes
  - No
- Email address

For this question, please select from use the options below and add options that are relevant to how your event was marketed. When using one of the options below, please use the same wording so The Partnership can compare information across events.

- How did you hear about this event? (select all that apply):
  - Email
  - Flyer
  - Phone Call
  - Radio Announcement
  - Referral from a neighborhood organization
  - Referral from a workforce agency
  - Social media (e.g. Facebook, Instagram, LinkedIn, Twitter)
  - Text Message
  - TV
  - Word of mouth (friend or family member)
  - Other, please list

**Optional to Answer:** The following fields must be included with all event registrations but should be **optional** to answer. Please use the response options specified below so The Partnership can compare information across events.

- Alternate Phone Number
- Can we text you at this number? (Standard texting rates may apply)
  - Yes
  - No

- **Are you a Veteran of the Armed Services?**
  - Yes
  - No

**If possible, add an introduction to this section such as:**

The following demographic questions are optional. Individual responses are kept strictly confidential and will **not** be shared with employers. We collect this information to make sure that our hiring events are inclusive and that our services are reaching everyone in the community.

- **Highest Level of Education:**
  - High School Diploma / GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Graduate Degree or higher
  - Less than High School
- **Race/Ethnicity (select all that apply):**
  - African American/Black
  - American Indian/Alaskan Native
  - Asian
  - Hawaiian / Other Pacific Islander
  - Latinx/Hispanic
  - White
- **Gender:** set up as an open-ended text response

At the end of the registration form, include the following reminder:

**Bring at least 15 copies of your resume, dress appropriately and be prepared to interview!**