

## Mona Nowling

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**From:** Pam Grissom <pgrissom@MCTVOhio.com>  
**Sent:** Wednesday, September 27, 2017 12:54 PM  
**To:** Mona Nowling  
**Subject:** Fwd: The City of Massillon Job Fair this Wednesday, September 27th, 2017 from 9:00AM to 12:00PM

Do you want to use this email to scan for the public file for today's wonderful event? Thanks for all of your help ALL of the time!!

----- Forwarded Message -----

**Subject:**The City of Massillon Job Fair this Wednesday, September 27th, 2017 from 9:00AM to 12:00PM  
**Date:**Fri, 22 Sep 2017 18:41:08 +0000 (UTC)  
**From:**Kelly Haer <[khaer@omjwork.com](mailto:khaer@omjwork.com)>  
**Reply-To:**[khaer@omjwork.com](mailto:khaer@omjwork.com)  
**Organization:**The Employment Source  
**To:**[khaer@omjwork.com](mailto:khaer@omjwork.com)  
**CC:**Robin Hartline <[rhartline@omjwork.com](mailto:rhartline@omjwork.com)>, Harry Berry <[hberry@omjwork.com](mailto:hberry@omjwork.com)>, Mike Noe <[mnoe@omjwork.com](mailto:mnoe@omjwork.com)>, 'Anita Rutledge' <[arutledge@omjwork.com](mailto:arutledge@omjwork.com)>, Bret Adams <[badams@omjwork.com](mailto:badams@omjwork.com)>, Monica Gwin <[mgwin@omjwork.com](mailto:mgwin@omjwork.com)>



**The City of Champions Job Fair**

SPONSORED BY:  
The City of Massillon, The Independent and Monster.com, Massillon WestStark Chamber of Commerce, Mix 94.1,  
News-Talk 1480 WHBC  
& OhioMeansJobs Stark County

Dear Employers:

Thank you for participating in the upcoming City of Massillon Job Fair this Wednesday, September 27th, 2017 from **9:00AM to 12:00PM** at The Massillon Recreation Center.

We are requesting that all employers with any type of large or small displays **complete set-up by 8:45am, doors open at 8:00am**. There is adequate space for parking your vehicle within the main parking-lot. Please enter the Massillon Recreation Center through the front doors and veer to the right into the gymnasium.

A representative from OhioMeansJobs will be at our registration table and provide you with your name card. **If you did not select electric, tables selections will be first come-first serve**. Each exhibitor gets one six-foot table and two chairs (more if needed). Please keep in mind the tables are not covered and no backdrop is provided. The space behind the table is about six feet deep.

Due to the anticipated job seeker response, we would like to make the following recommendations to make your job fair experience a success.

**We suggest:**

- Requesting resume's from job seekers and not handing out applications due to space constraints. You may request that all applications be completed in the future at your worksite.
- Bring any type of company display materials that will help job-seekers understand more about your company and the services provided (tablecloth with company logo, banner, etc).
- If you have requested electric, please make sure to bring at least a **20ft extension cord**.
- Maintain at least 2 people in your booth so that if you need to take a break, your table will be attended.
- Keep interviews to a minimum given the anticipated volume of job-seekers.
- Keep an adequate supply of business cards and company information. No copy services will be available.
- Coffee and water will be provided.

If you have any questions regarding booth set-up, please contact Kelly Haer at 330-491-2649 or via email at [khaer@omjwork.com](mailto:khaer@omjwork.com)

We look forward to seeing you on Wednesday, September 27th, 2017.

Kelly



**Kelly Haer**

Business Manager/Business Resource Network Manager  
Workforce Initiative Association  
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*The **mission** of the local **Workforce Development Board** is to assist area businesses in meeting their workforce needs by coordinating the workforce development activities of the numerous employment, education, and economic development entities in the region. It is their vision that by doing so, they will ultimately play a significant role in supporting the economic prosperity of our communities and their citizens.*

*To that end, it is the **mission** of **The OhioMeansJobs One-Stop Partnership** to support the mission of the WDB and enhance economic development in Stark and Tuscarawas Counties by providing a common point of access to all partner programs and to the desired employment, education, and training information and activities for both employers and job seekers. The OhioMeansJobs One-Stop System strives to act as a consolidated employment resource for all One-Stop Partner programs, employers and job seeker customers.*

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