Virtual Job Fair Policies and Procedures

EXECUTIVE SUMMARY

The purpose of this directive is to provide policy and instructions to Los Angeles County America's Job Centers of California (AJCC) on procedures required when using the Virtual Job Fair online learning platform. All AJCCs are held to the policies and procedures as described herein, and in any subsequent directive(s).

REFERENCES

- WDP D19-37 CalJOBS[SM] Activity Codes Policy and Procedures
- WDP D21-19 CalJOBS[SM] Data Entry Requirements Directive

BACKGROUND

The County is committed to increasing the virtual accessibility and the reach of the AJCCs into the community, particularly in response to the COVID-19 pandemic.

As a result, the County has procured the online Virtual Job Fair module for CalJOBS[SM]. The Virtual Job Fair tool allows AJCC staff to host virtual employer recruitments and virtual job fairs. Furthermore, this virtual platform allows employers and individuals to schedule and conduct job interviews virtually using the Zoom platform as the virtual meeting site.

The Virtual Job Fair tool allows employers to see candidate overviews within the platform and allows for customized chat and meeting features. The primary users of the Virtual Job Fair platform are (1) staff (both AJCC and County), (2) individuals (job seekers), and (3) employers.

POLICY AND PROCEDURES

Eligibility
The Virtual Job Fair has been procured for all individuals who reside within Los Angeles County borders; thus, any individual with an address in the County reflected in CalJOBS[SM] will be able to access the online platform. Access to the platform is unlimited.

Platform Usage

LA County expects that **every AJCC will conduct *at least* one (1) virtual job fair per quarter using this new platform (i.e. every AJCC is expected to conduct, at minimum, four (4) virtual job fairs using this new platform per fiscal year).**

For additional information on accessing, navigating, and using the Virtual Job Fair platform, please refer to Virtual Job Fair "How to" PowerPoint (Attachment I).

Technical Issues
AJCC staff can request assistance with any technical issues through the CalJOBS Tech Support Ticket Portal.

ACTION

County of Los Angeles AJCCs must ensure that the policies and procedures described herein are communicated throughout the operations, management and governance structure of its respective AJCC and that this Directive is appropriately maintained until further notice.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to ivillanueva@wdacs.lacounty.gov.

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Attachments

Attachment I: Virtual Job Fair – How to

CalJOBS Virtual Job
Fair Presentation.pp