



Office of Finance and Budget

Job Fair Experience, Tips and Lessons Learned

Logistics:

- Select Date and location
- Make outreach with TV and radio to do a segment on the upcoming event
- Plan to have a designated area for work sample completion
- Designate an “Intake/registration” area, make sure to have staff that can explain the process, collect their name, and contact information and veterans’ preference.
- Create a simple map of the job fair and who is at each tent.
- Have someone from the intake desk review resume or ask their professional interests.
- Have designated greeters to take candidates from intake desk to a tent of interest.
- Have general greeters around the parking areas (we used the orange vest that are also used for drills) to make more visible.
- Have a designated area where candidates can sit complete forms or just rest in between.
- Have street flyers, this pulls in a person just driving. And it works!
- If able, pool \$\$ resources, and buy some water, chips, snacks for the candidates.

AMW Response: Division of Workers Compensation took lead to offer their outdoor space, arranged for various tents, chairs and tables for use. DFS chose to hold event outside, but if your agency has the capacity then secure the space. It doesn’t have to be solely organized by your HR. But keep them in the loop.

Lesson Learned:

1. DWC held a job fair in 2022 and used their large conference room. It was not suitable for the number of people; loud, hot and cramped for space.
2. Initially we were all planning to bring own 10x10 tents and folding chairs but decided to rent. It was more uniform, professional and the rental company set up and took down.
3. The media outreach was a hurry-up and wait. So, once we had an airing target, we moved fast with our publications to create flyers.

Recruiting Division/Bureau Participation:

- Get the word out. Most Divisions Directors and Bureau Chiefs talk, and the word gets out. Once DWC made the offer, the department organically started to join.
- Create a Flyer or Flyers (that will be used for recruitment).
- Create a brochure (to have on-site to give candidates)

AMW Response: Once we committed, we had to move to fast to organize some marketing.



Recruiting Attendees:

- Work with your Communications team of sending a release out on behalf of those divisions/bureaus planning to participate.
- Once you have your flyer, work to have posted at TCC, FSU and FAMU.
- Work with your Web Team to add a link to your external website landing page and place flyer there.
- Post on social media such as LinkedIn, FB, and Instagram

AMW Response: This is where I had to solicit help from peers to help put our Finance Flyer out. I would be the one taping to telephone polls.

Lesson Learned: Determine more partnerships to market the word of the Job Fair.

Tips:

- Arrive a good 45 -1 hour ahead of time.
- Dress in Layers.
- Bring a small box of office supplies.
- Ask if they have time for a screening questionnaire
 - Ask if candidate wants to do on own or email back to us or complete together.
- Wear your security badge or have name tags.
- Create a simple screening questionnaire. This helped gauge some skill sets
- Provide materials for them to leave with, brochure about your bureau, position descriptions.
- Create sign in sheet for your tent.
- If have time with your publications, have them create a banner and a foam office sign.
- Business Cards!
- Hand Sanitizer and wipes.
- Candy at table. Folks are nervous.
- Have more than one person at your tent and be flexible on who does what.
- Plan on working thru lunch. Pool resources to have a meal on the go in between stints.
- Be mindful that folks may be on their lunch break
- Be mindful that they just saw the street advertisements and don't have their resume but will send to you or dressed super casual.
 - Follow-up with those that did not have their resume, HR communicated with the Divisions/Bureaus that all resumes should be received within 1 week.
- Guide them to the next Tent host. Makes them feel less overwhelmed.
- Lead Host to email the entire agency team the master registration list and any resumes received.



Sample Table Sign-in Sheet:

Just used a Microsoft Word Template.

BFS Job Fair Meeting Sign-In Sheet			
Project:	BFS Job Fair	Meeting Date:	March 23, 2023
Facilitator:	Alexandra Weimorts/Latora Brockman	Place/Room:	DWC @ Summit East
PRINT NAME		Phone	E-Mail



Screening Question Samples:

Screening Questions 3/23/23 Job Fair

Candidate Name: _____

Candidate phone: _____

Candidate email: _____

Resume Provided: Yes___ No:___

Interviewer: _____

What is your area(s) of expertise and what would you like to learn more about?

Will lead to where their skills might be.

How do you organize your Day?

Their response will speak volumes about time management and prioritizing skills.

Looking for answers that show candidates can evaluate their daily priorities, goals, and responsibilities, and can plan accordingly. *Can follow-up if needed with a question about overlapping deadlines/responsibilities.*

Share what you do when you discover you've made a mistake at work?

Will demonstrate their problem solving, and communication skills. *Should be able to convey what steps were taken to avoid repeating the mistake.*

What professional or life experiences has prepared you the most for a role in finance and accounting?

Illustrate a goal and skills

Describe your customer service skills?

Will demonstrate ability to work with people, de-escalation, and communication.



What system(s)/program(s) have you used and can apply in the workforce?

Idea of strong comfortable use of systems.

Do you have experience processing incoming and outgoing mail?

Will demonstrate organization and process.

What do you know about our Agency: Department of Financial Services?

Will demonstrate they went to our landing page and looked around. Or that they truly know about DFS.

Do you like a structured work environments?

Will demonstrate if can work in our team.

At the end of the questionnaire:

For DFS Hiring managers only

Initial determination on BFS Section matching: _____

Initial determination of BFS position matching: _____

General Notes:



Flyer Sample:

STATE OF FLORIDA EMPLOYMENT OPPORTUNITIES
DFS – BUREAU OF FINANCIAL SERVICES

Invites You To A
JOB FAIR

PLEASE BRING YOUR RESUME

**INTERESTED IN A CAREER IN
 FINANCE & ACCOUNTING?**



WHEN
 March 23, 2023
 10:00 am – 3:00 pm

WHERE
 Summit East Technology Park
 1579 Summit Lake Drive
 Tallahassee, FL 32317

**FOR MORE INFO ABOUT JOB FAIR & OFB
 CLICK THE LINK BELOW:**
[MYFLORIDACFO.COM/DIVISION/
 COS/FINANCEBUDGET](https://myfloridacfo.com/division/cos/financebudget)

WE'RE LOOKING FOR

- Accounts Payable
- Revenue Accountant
- Cash Flow Accountant
- FEMA/Disaster Accountant
- Cashier's Office Accountant

SEEKING Analytical, Critical Thinking,
 Organized, Detail Oriented Collaborator,
 Driven, Trusted **INDIVIDUALS**

WORK SAMPLES & INTERVIEWS
 May be conducted onsite during the job fair.

EMPLOYMENT BENEFITS:
 Great health insurance
 Paid state holidays
 Retirement Plans
 Tuition Waiver

**WE LOOK FORWARD
 TO SEEING YOU!**



Brochure Sample:

LEADERSHIP AND STAFF

TERI MADSEN

Director of the Office of Finance and Budget

THE OFFICE OF BUDGET

Sarah Goodman
Budget Analyst

Melissa Bello
Budget Analyst

Danielle Rioux
Budget Analyst

BUREAU OF FINANCIAL SERVICES

Alexandra Weimorts
Bureau Chief

Sheila Cole
Disbursements/AP

Teri Mann
Financial Management

Latora Brockman
Revenue & Receipt

Catherine Sauls
PCard Special prg



Florida Department of Financial Services
Office of Finance and Budget

[MyFloridaCFO.com/Division/
COS/FinanceBudget](http://MyFloridaCFO.com/Division/COS/FinanceBudget)

850-413-2118



OFFICE OF FINANCE AND BUDGET

The **Office of Finance and Budget** supports all Divisions in the Department of Financial Services by identifying, managing, projecting, analyzing, processing and reporting the financial resources of the Department. We do this by informing, supporting, advising and providing timely accurate relevant and accessible data. We strive to maintain a high standard of excellence in budget and finance to support executive management and department decision makers employing sound budget and financial principals for the ongoing delivery of government services to its customers and constituency.

CORE VALUES: ACCOUNTABLE, HONEST, DEPENDABLE, RESPECT, ETHICAL, INTEGRITY

THE OFFICE OF BUDGET

The Office of Budget provides coordinated planning and budgeting support for all the Divisions in the Department of Financial Services. We communicate the CFO's needs to the State Legislature pursuant to authority under the Florida Statutes, as well as providing departmental planning, policy and budgetary analyses and recommendations to the Executive Office of the Governor.

ACTIVITIES

- Legislative Budget Requests
- Budget Amendments
- Division Spending Plans
- Substantive Bill Analyses

BUREAU OF FINANCIAL SERVICES

The Bureau of Financial Services provides central support services in the area of disbursements, payroll, revenue, and financial reporting for the Department and ensures the Department's financial data is accurate, timely and properly reported in accordance with guidance provided by the Division of Accounting & Auditing and Generally Accepted Accounting Principles.

ACTIVITIES

- Disbursements
- Departmental P-Card
- Payroll
- Receipts & Revenue
- Cash Investment and Disinvestment
- Reports & Reconciliation





Department of Financial Services
Office of Finance and Budget – Bureau of Financial Services

Sample Website: Link on Landing Page, once click it takes you to flyer or you can read about OFB:

MyFloridaCFO



Español

Chief of Staff

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JOB FAIR ON MARCH 23RD
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Office of Finance and Budget