



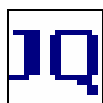
## **Job Fair / Recruitment**

### ***Recommended Guidelines***

**For posting in MOSES and on  
JobQuest**

## **MOSES Users Guide**

2011



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF CAREER SERVICES

## **Create a New Job Seeker Recruitment or Job Fair Event**

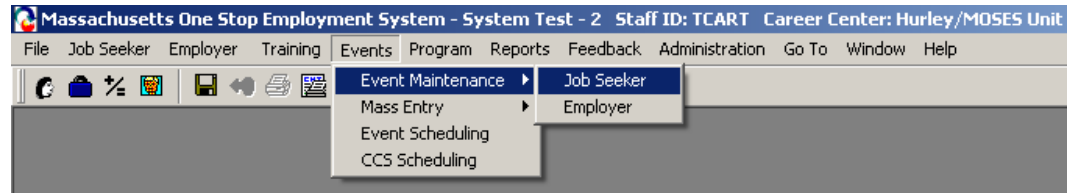
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### ***Overview***

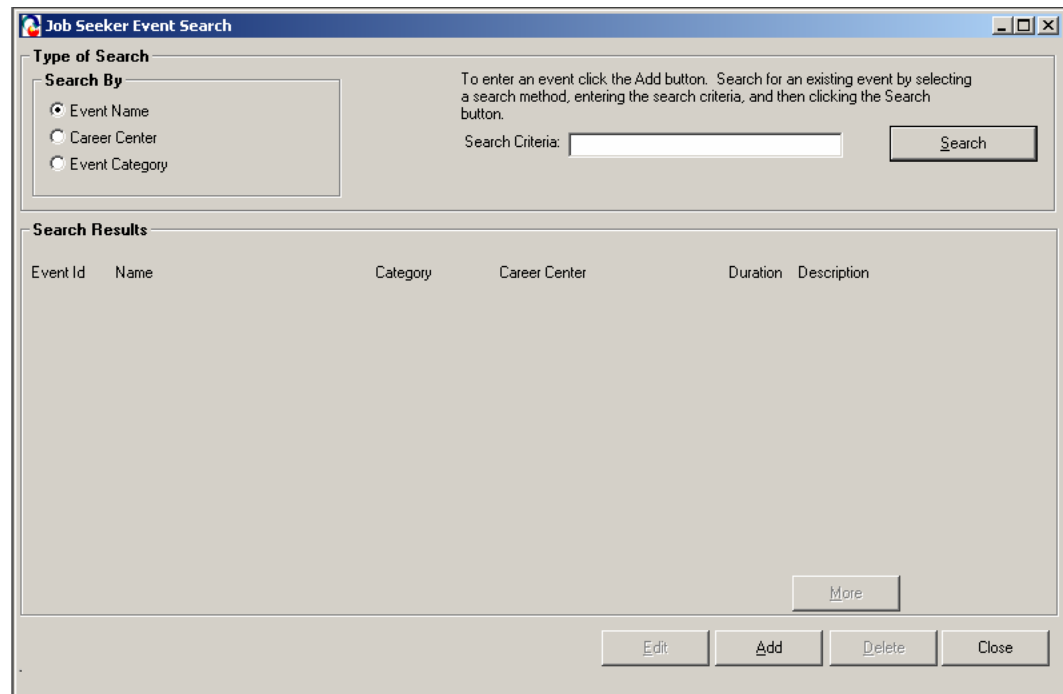
Job Seeker Recruitment(s) / Job Fair Event(s) can be scheduled using MOSES. Job Fair events can be created for both job seekers and employers. However, only job seekers can be signed up for a job seeker event and only employers for an employer event.

## ***To Create a New Job Seeker Recruitment or Job Fair Event***

1. Select **Events**, then **Event Maintenance**, then **Job Seeker** on the MOSES main menu bar.








2. MOSES displays the **Job Seeker Event Search** window.

The screenshot shows the 'Job Seeker Event Search' window. The title bar reads 'Job Seeker Event Search'. The window is divided into several sections. At the top, under 'Type of Search', there is a 'Search By' section with three radio buttons: 'Event Name' (which is selected), 'Career Center', and 'Event Category'. To the right of these buttons is a text box labeled 'Search Criteria:' and a 'Search' button. Below this is a 'Search Results' section. It contains a table with the following headers: 'Event Id', 'Name', 'Category', 'Career Center', 'Duration', and 'Description'. The table body is currently empty. To the right of the table, there is a 'More' button. At the bottom of the window, there are four buttons: 'Edit', 'Add', 'Delete', and 'Close'.

- Click the **Add** button to create a new event. MOSES displays the **New** event registration window.

- Type information into the following fields on the **Event Details** tab of the **New** event window.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Event Name</b>	►	Type the name of the Recruitment / Job Fair event.
		Watch for spelling errors, extra spaces, and variations of a name, such as using "The". These would become part of the name and could make it difficult to find this event record at a later time.
<b>Event Category</b>	►	Select from the dropdown list:  <b>Recruitment / Job Recruitment</b>  <i>(this should be used for Job Fairs and recruitments.)</i>
<b>Career Center</b>	►	MOSES displays your career center but you can change it.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
		This is the career center that is creating the event and is the career center where the event could take place. Staff at any career center can sign up any job seeker to attend, unless you lock the event with the check box on this window. (see below)
<b>Event Description</b>	►	<p>Type a <b>FULL</b> description of the Recruitment / Job Fair event.</p> <p><i>(Add the event location for off-site events to the description, this will then be reflected in JobQuest.)</i></p>
		The description will be used to advertise the event within the career center system and on-line.
<b>Duration</b>	Optional	Input the amount of time for this Job fair / Recruitment event in this field. The time can be done in tenths of an hour increments.
		Although this field is not required, it is used to schedule Job Fairs / recruitment events and specifies the time period for the bar code functions and the job seekers services.
<b>Prerequisite Required</b>	Optional	Check this box if attendees must meet certain requirements in order to attend the event.
		Although MOSES does not check for prerequisites in the Job Seekers record, this field alerts staff to check the prerequisites of the event before signing up participants.
<b>Funding Restriction</b>	Optional	Check this box if the funding source for this event restricts attendance to only job seekers participating in specific programs. Checking this box enables the <b>Funding</b> tab.
<b>Career Center Lock</b>	Optional	Check this box if you want only staff at the creating career center to be able to enroll job seekers for the event.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Fee Based</b>	Optional	Check this box if attendees will be charged a fee to attend this job fair / recruitment event.
<b>Cost</b>	Optional	Type the fee that will be charged to attend this event. This box becomes visible only after the <b>Fee Based</b> box above it is checked.

5. Select a **Service Type** from the dropdown list.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Service Type</b>	Optional	From drop menu the recommended Service Type(s) used should be:

**Job Search**

*And / Or*

**Career Planning**

*And / Or*

**Orientation**

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Associated Services</b>	Optional	<p>Under the Service type <b>Job Search</b> the recommended <b>Associated Services</b> to select are:</p> <p><b>Job Fair</b> <b>Employer Interview(s)</b></p> <p>Under the Service type <b>Career Planning</b> the recommended <b>Associated Services</b> to select are:</p> <p><b>Career Fair</b></p> <p>Under the Service type <b>Orientation</b> the recommended <b>Associated Services</b> to select are:</p> <p><b>Career Center Services / Events / Programs</b></p> <p>For Job fairs / Recruitments events.</p>
<b>Selected Services</b>		<p>MOSES will record the services listed in this panel to the job seeker's record when she/he attends the event.</p>
<b>Hours</b> (in the <b>Selected Services</b> panel)		<p>Use the up/down arrows to select a number of hour(s) of service that will be given for attending the event to a job seeker.</p>
<b>Inactivate Event</b>		<p>Select <b>Yes</b> or <b>No</b>.  <b>No</b> makes the event active to Job Seekers.  <b>Yes</b> makes the event inactive and you will not be able to schedule this event.</p>

6. Click the **OK** button to return to the **save the event**.

**Event Creation (86837)**

Event Details | Funding

**Event Information**

Event Name: Huge Biotech Job Fair  
 Event Category: Recruitment/Job Recruitment  
 Career Center: Hurley/MOSES Unit  
 Duration: 10.0  
 Fee Based: ☐

Prerequisite Required: ☒ Add Prerequisite  
 Career Center Lock: ☐ Funding Restriction: ☐

Event Description: <b>BioSpace Life Science Career Fairs</b> are the biotech industry's premier career events. Featuring well-respected employers from around the nation, our job fairs attract top candidates in biotech, pharmaceutical, life science and medical.

**Service Type**

Associated Services

**Selected Services**

Service	Hours
Career Fair	0.0
Employer Interview(s)	0.0
Job Fair	0.0
Career Center Services/Events/Programs	0.0

Inactivate Event: ☐ Yes ☒ No

OK Cancel

**Job Seeker Event Search**

**Type of Search**

Search By

☐ Event Name  
☒ Career Center  
☐ Event Category

To enter an event click the Add button. Search for an existing event by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: Hurley/MOSES Unit Search

**Search Results**

Event Id	Name	Category	Career Center	Duration	Description
81932	Career Center Seminar	Workshop/Workst	Hurley/MOSES Unit	2.0	test
32439	Dressing Do's & Don'ts Workshop	Workshop/Workst	Hurley/MOSES Unit	2.0	Event to test Career/Interest
4267	Effective Job Search	Workshop/Workst	Hurley/MOSES Unit	4.0	
4268	Effective Resume Writing	Workshop/Workst	Hurley/MOSES Unit	6.0	
53089	Friday Test Event	Workshop/Workst	Hurley/MOSES Unit	2.0	Test event to test scheduling
86837	Huge Biotech Job Fair	Recruitment/Job R	Hurley/MOSES Unit	10.0	<b>BioSpace Life Science C
4269	Job Search Strategies	Workshop/Workst	Hurley/MOSES Unit	8.0	
53085	Monday Test Event	Workshop/Workst	Hurley/MOSES Unit	2.0	This is a Help Desk Test Ev
86838	Streamlite Airfloat Recruitment	Recruitment/Job R	Hurley/MOSES Unit	4.0	<b>J.F. McCarthy Mobile Ho
53088	Thursday Test Event	Workshop/Workst	Hurley/MOSES Unit	1.0	Test event to test scheduling
53086	Tuesday Test Event	Workshop/Workst	Hurley/MOSES Unit	1.0	Test event to test scheduling

Row 6 of 27

More

Edit Add Delete Close



## **Schedule a Job Seeker Job Fair / Recruitment Event**

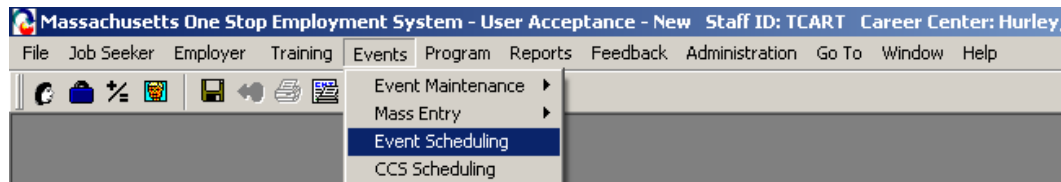
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### ***Overview***

Once a job seeker Job Fair / Recruitment event has been created, it can be scheduled in MOSES and will subsequently be displayed on Massachusetts JobQuest (if requested).

## To Schedule a Job Seeker Job Fair or Recruitment Event

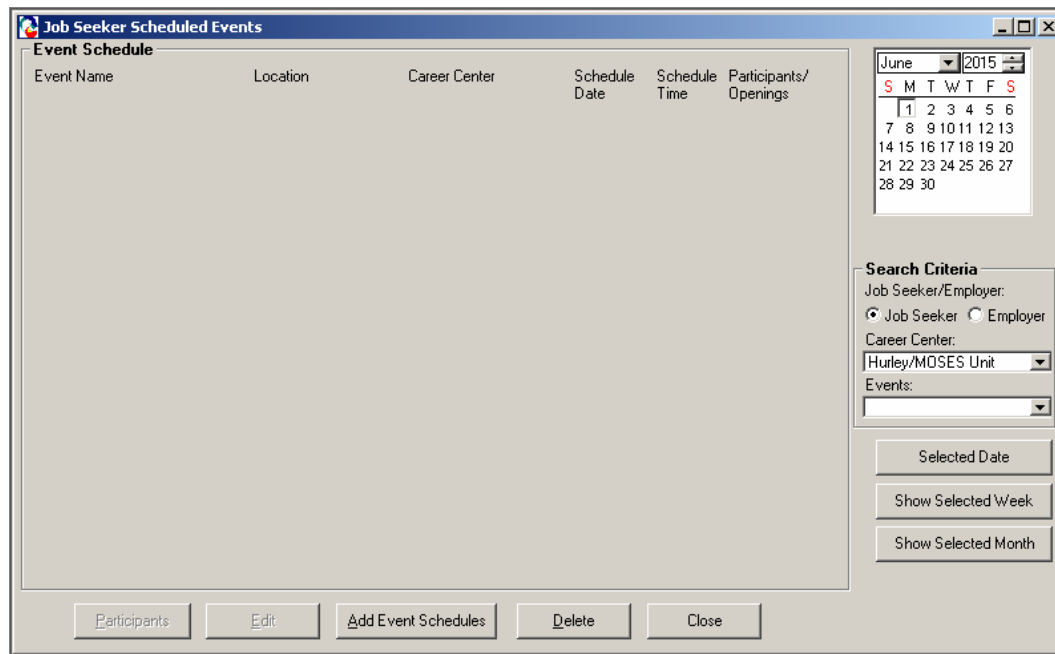
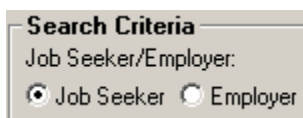
1. Select **Events**, then **Event Scheduling**, on the MOSES main menu bar.



2. MOSES defaults to display the **Job Seeker Scheduled Events** window.



The title of this window changes depending upon whether you select **Job Seeker** or **Employer** in the **Search Criteria** panel on the window. MOSES displays the job seeker version as the default.



- Click the **Add Event Schedules** button to schedule the event. MOSES displays the **New** event schedule window.

- Type information into the following fields on the **New Job Fair / Recruitment** event schedule window.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
-------------------	-----------------	---------------

<b>Event Name</b>	►	Select from the dropdown list the Job fair / Recruitment <b>Event Name</b> :  <i>(This should be the Job Fair or Recruitment event you have created.)</i>
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MOSES displays only events that have already been created and are not inactive. Since you selected the **Job Seeker** radio button, MOSES displays only job seeker events in the dropdown list.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Career Center</b>	►	Select the career center organizing this occurrence of the job fair / recruitment event. MOSES displays the center that created the job fair / recruitment event. You can change it by using the dropdown list ( <i>only career centers that you have access to are listed</i> ).
<b>Facilitator</b>	►	Select the Staff ID of the person responsible for facilitating this occurrence of the event. MOSES displays your ID as the default. You can change it by using the dropdown list ( <i>only staff at the center you selected are displayed</i> ).



After selecting a **Facilitator**, you can select **Co-Facilitator(s)** as well. Note: Under Co-Facilitator you can select **Guest / Other**, MOSES allows you to data enter their names in the **Guest Notes** box. *This would be a good place to list the names of the recruiters attending the recruitment.*

<b>Location</b>	Optional	Select the location at your career center where the event will be held. <b>Use OTHER for offsite / special locations.</b>
<b>Other Location</b>	Optional	If the location is not shown in the dropdown list, you can type the location into this field. <b>You can add an off site address / location here.</b>
<b>Openings</b>	►	Type the estimated number of people who you think will attend this Job Fair event. For an employer Recruitment, enter the number of interview slots the company's recruiter would like.
<b>Do Not Display on Internet</b>	Optional	Type <b>X</b> in the box if you would like to select this option. <b>The X will prohibit the event from displaying on JobQuest.</b>
<b>Date</b>	►	Type the date, or click the <b>C</b> to use the calendar, for when the event will occur.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Time</b>	►	Type the time, or use the small up/down arrows, for when the event will occur.
		The duration of the event was preset in the event registration window. It is possible to schedule overlapping events. MOSES does not identify conflicts.
<b>Recurring</b>	Optional	Select ( <b>Daily</b> , <b>Weekly</b> , or <b>Monthly</b> ) from the dropdown list if you want to schedule multiple occurrences of this event.
<b>Instances</b>	Optional	<p>This field only becomes available if you select one of the <b>Recurring</b> options. Type the number of future occurrences of this event that you want to schedule.</p> <p> If you selected <b>Daily</b>, you can only schedule up to 31 recurring events.  If you selected <b>Weekly</b>, you can only schedule up to 52 recurring events.  If you selected <b>Monthly</b>, you can only schedule up to 12 recurring events.</p> <p> You set the date and time when you schedule the event. If you edit the event after it is created, MOSES will not allow you to change the date. If it is necessary to reschedule the date, you should create a new occurrence of the event. Then notify those who have signed up for the original occurrence date that they should attend the event at the new date and time.</p> <p> Note: you can edit / change the time of the event by clicking on the <b>Overwrite Time</b> button. This will make the time field editable.</p>

Overwrite Time

- Click the **OK** button to save your entries and return to the **Job Seeker Scheduled Events** window.

**Schedules (578331)**

**Event Information**

▶ Event Name: Streamlite Airfloat Recruitment

Event Description: <b>J.F. McCarthy Mobile Home Trailer Park</b>, 255 Main Street, Worcester, MA. Streamlite Airfloat Mobile Homes is looking to interview 300 people for sales positions on Wednesday

▶ Career Center: Hurley/MOSES Unit

Location: Other

▶ Other Location: This event is held off site.

▶ Facilitator: MMEIB

Co-Facilitator 1: GUEST/OTHER

Co-Facilitator 2:

Guest Notes: Jackie Pop + M. Goodie

▶ Openings: 300 Calendar: ☐ Do not display on Internet

▶ Date: 06/17/2011 ▶ Time: 10:00 AM Overwrite Time

Recurring: Instances:

OK Cancel

**Job Seeker Scheduled Events**

**Event Schedule**

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Streamlite Airfloat Recruitment	This event is held off site	Hurley/MOSES Unit	06/17/2011	10:00 AM	0/300

Row 1 of 1

Participants Edit Add Event Schedules Delete Close

June 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Search Criteria**

Job Seeker/Employer:  
☒ Job Seeker ☐ Employer

Career Center:  
 Hurley/MOSES Unit

Events:

Selected Date  
 Show Selected Week  
 Show Selected Month

6. Here is an example of a properly filled out Event:

The screenshot shows the 'Job Seeker Scheduled Events' window. The 'Event Schedule' table at the top lists the event 'Streamlite Airfloat Recruitment' with location 'This event is held off site', career center 'Hurley/MOSES Unit', date '06/17/2011', time '10:00 AM', and 300 openings. Below this is the 'Event Information' section with the following details:

- Event Name:** Streamlite Airfloat Recruitment
- Event Description:** <b>J.F. McCarthy Mobile Home Trailer Park</b>, 255 Main Street, Worcester, MA. Streamlite Airfloat Mobile Homes is looking to interview 300 people for sales positions on Wednesday
- Career Center:** Hurley/MOSES Unit
- Location:** Other
- Other Location:** This event is held off site.
- Facilitator:** JMMH
- Co-Facilitator 1:** GUEST/OTHER
- Co-Facilitator 2:**
- Openings:** 300
- Calendar:** ☐ (unchecked)
- Do not display on Internet:** ☐ (unchecked)
- Date:** 06/17/2011
- Time:** 10:00 AM
- Overwrite Time:** ☐ (unchecked)
- Recurring:** ☐ (unchecked)
- Instances:** ☐ (unchecked)
- Guest Notes:** Jackie Pop + M. Goodie

On the right side of the window, there is a calendar for June 2011 and a 'Search Criteria' section with fields for Job Seeker/Employer, Career Center (set to Hurley/MOSES Unit), and a 'Selected Date' button.



Note: A full Event description (and, if off-site, an address listed) will help job seekers decide if this is an event they should attend. In addition, by using Other as the location, allows the career center to designate an off-site location and details.



The Event Description box currently holds 250 characters (soon to be 1,000 characters), while the Other Location box hold 500 characters (soon to be 1,000).



Do Not Display on the Internet, if checked off, will not post the event on Massachusetts JobQuest.



The Calendar box does nothing, but looks good.



Remember under Facilitators you can select Guest/Other and insert the names in the Guest Notes box.

How it appears on JobQuest:

The Executive Office of Labor and Workforce Development (EOLWD) [Login / Register](#)

**JobQuest**

[Home](#) [Find Jobs](#) [Locate Training](#) [Search Events](#) [My JobQuest](#) [Help](#)

[Home Page](#) > [Search Events](#) > Event Details

**Event Information** **Event Name:** Streamlite Airfloat Recruitment **Event Type:** Recruitment/Job Recruitment

**Event Date:**  
Friday 06/17/2011


**Event Time:** 10:00 AM

**Event Description:**  
**J.F. McCarthy Mobile Home Trailer Park**, 255 Main Street , Worcester, MA. **Streamlite Airfloat Mobile Homes** is looking to interview 300 people for sales positions on Wednesday.

**Event Location**

**Career Center:**  
Hurley/MOSES Unit

**Address:**  
19 Staniford Street  
Boston, MA 02114


 [Map this location](#)

**Phone:** (617) 626-5303

**Prerequisites:**  
Dress Professionally, bring plenty of #2 pencils, and extra copies of your resume. Pink flamingo's will not be allowed to attend this event.

**Registration Information:**  
**Fee:** \$0.00  
**Website:** [www.massworkforce.org](http://www.massworkforce.org)

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# Create a New Employer Recruitment / Job Fair Event

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## Overview

Employer Job Fair Events can be scheduled in MOSES for companies to register to attend the Job Fair. Attendees (employers in this case) are expected to sign up in advance.



Job fair events can be attended by both job seekers and employers. However, you can only sign up job seekers for a job seeker event and employers for an employer event. For Job Fairs, you should create both an employer event and a job seeker event in MOSES, even though there is actually only one event. For Recruitment an employer event does not have to be created, unless it is a stand procedure for your career center / WIB.

Four activities occur with employer events:

- Define the employer event
- Schedule the event for one or more dates/times
- Sign up employers to attend the event for a scheduled date/time
- Record which employers actually attended the event



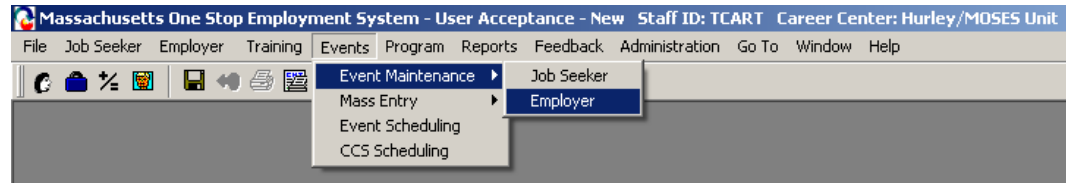
MOSES does not display newly created events to other users who are already logged in. To view the new event or to schedule it, other users must log out of MOSES, then log back in.



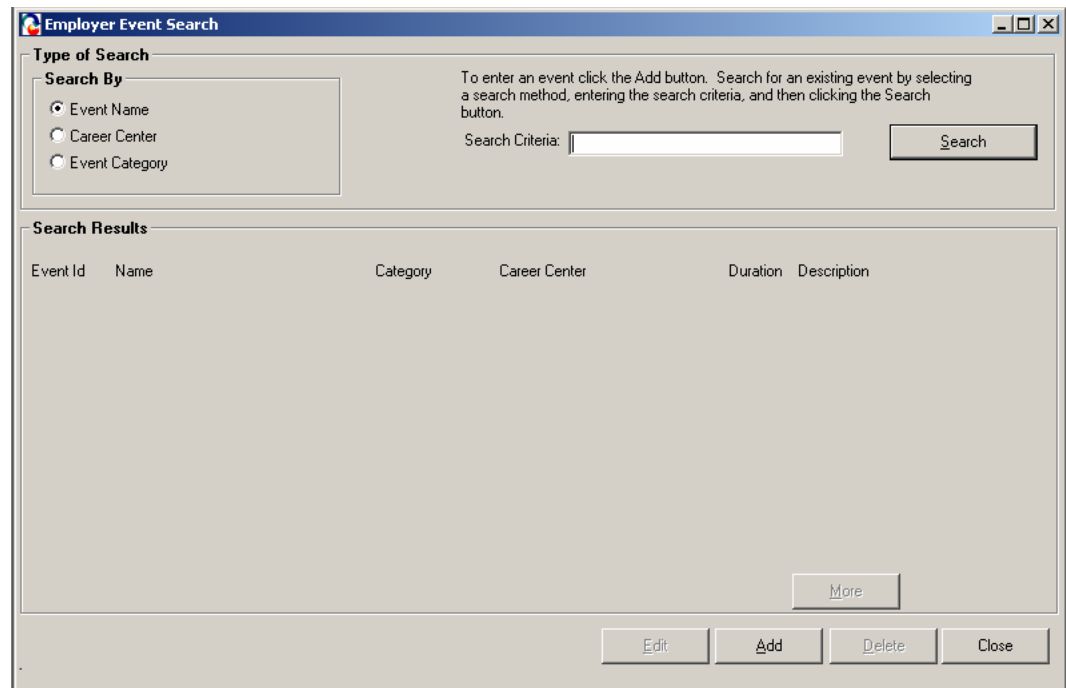
This is an excellent way to record which companies attended a Job Fair.

## ***To Create a New Employer Job Fair Event***

1. Select **Events**, then **Event Maintenance**, then **Employer** on the MOSES main menu bar.







2. MOSES displays the **Employer Event Search** window.



- Click the **Add** button to create a new event. MOSES displays the **New** event registration window.

- Type information into the following fields on the **Event Details** tab of the **New** event window

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Event Name</b>	►	Type the name of the Job Fair event.
		 <p>Watch for spelling errors, extra spaces, and variations of a name such as using "The". These become part of the name and may make it difficult to find this event record at a later time.</p>
<b>Event Category</b>	►	<p>Select from the dropdown list:</p> <p><b>Recruitment / Job Recruitment</b></p>
<b>Career Center</b>	►	MOSES displays your career center, but you can change it.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
		This is the career center that is creating the event. Staff at any career center can sign up any employer to attend, unless you lock the event with the check box on this window.
<b>Event Description</b>	►	<p>Type a detailed description of the job fair event.</p> <p><i><u>(Add the event location for off-site events to the description, this will then be reflected in JobQuest.)</u></i></p>
		The description will be used to advertise the event within the career center system and on-line.
<b>Duration</b>	Optional	Input the amount of time for this Job fair / Recruitment event in this field. The time can be done in tenths of an hour increments.
<b>Prerequisite Required</b>	Optional	Check this box if companies / employers must meet certain requirements in order to attend.
		Although MOSES does not check prerequisites, this field alerts staff to check with the facilitator of the Job Fair event before signing up employers.
<b>Career Center Lock</b>	Optional	Check this box if you want only staff at the creating career center to be able to sign up employers for the Job Fair event.
<b>Fee Based</b>	Optional	Check this box if attendees will be charged a fee to attend this Job Fair event.
<b>Cost</b>	Optional	Type the fee that will be charged to attend this Job Fair event. <i>This box becomes visible only after the <b>Fee Based</b> box above it is checked.</i>

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Service Type</b>	Optional	<p>Recommended Service Categories to use are:</p> <p><b>Labor Exchange Services</b></p> <p>And / or</p> <p><b>General Employer Services</b></p>
<b>Associated Services</b>	Optional	<p>.</p> <p>Use the arrow buttons to move one or more services from the <b>Associated Services</b> panel on the left to the <b>Selected Services</b> panel on the right.</p> <p>The recommended <b>Associated Services</b> in the <b>Labor Exchange Services</b> Service Type to use are:</p> <p><u>Labor Exchange Services:</u>  Off-Site Job fair  Off-Site Recruitments  On-Site Job Fair  On-site Recruitments</p> <p>And / or</p> <p>The recommended <b>Associated Services</b> in the <b>General Employer Services</b> Service Type to use are:</p> <p><u>General Employer Services:</u>  Room Accommodations / Rentals</p>
<b>Selected Services</b>		<p>MOSES will record the services listed here in this panel to the employer's record when the employer attends the event.</p>

5. Click the **OK** button to return to the **Employer Event Search** window.

**New**

Event Details

**Event Information**

Event Name: Huge Biotech Job Fair

Event Category: Recruitment/Job Recruitment

Career Center: Hurley/MOSES Unit

Duration: 10.0

Fee Based: ☒ Cost: \$19.99

Prerequisite Required: ☒ Add Prerequisite

Career Center Lock: ☐

Event Description: BioSpace Life Science Career Fairs are the biotech industry's premier career events. Featuring well-respected employers from around the nation, our job fairs attract top candidates in the biotech, pharmaceutical, life science and medical device industries.

**Service Type**

Labor Exchange Services

**Associated Services**

Job Development Contacts

Job Order Contact

Off-Site Job Fairs

Off-Site Recruitments

On-Site Job Fairs

On-Site Recruitments

Open Job Order

Other Labor Exchange Services

**Selected Services**

Room Accommodations/Rentals

On-Site Job Fairs

On-Site Recruitments

Off-Site Recruitments

Off-Site Job Fairs

Inactivate Event: ☐ Yes ☒ No

OK Cancel

**Employer Event Search**

**Type of Search**

Search By

☒ Event Name

☐ Career Center

☐ Event Category

To enter an event click the Add button. Search for an existing event by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

**Search Results**

Event Id	Name	Category	Career Center	Duration	Description
86857	Huge Biotech Job Fair	Recruitment/Job R	Hurley/MOSES Unit	10.0	BioSpace Life Science Care

Row 1 of 1

More

Edit Add Delete Close



If you want to edit an existing Job Fair event, first search for the event. Then select the event in the **Search Results** list and click **Edit** to display the **Event Registration** window.

## Schedule an Employer Event

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### *Overview*

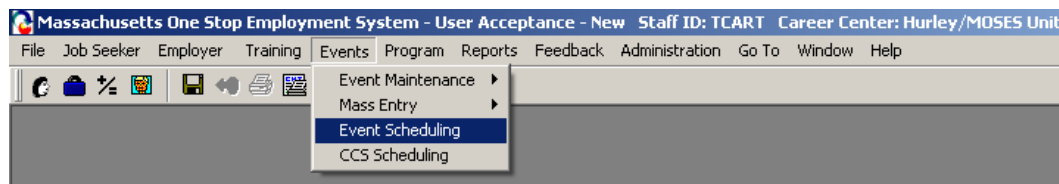
Once an employer Job Fair event has been created in MOSES, it can be scheduled. This places the event on both the MOSES calendar and JobQuest for a specific date and time. You can schedule more than one occurrence of a Job Fair event. You can schedule recurring events, for example weekly or monthly job fairs of the employer event at the same location and time.

You can describe the location (such as a conference room name) for this occurrence of the event. You can specify the number of employers who will be allowed to sign up for this occurrence of the event.

Once the event is scheduled, employers can sign up to attend the event in MOSES.

## To Schedule an Employer Event

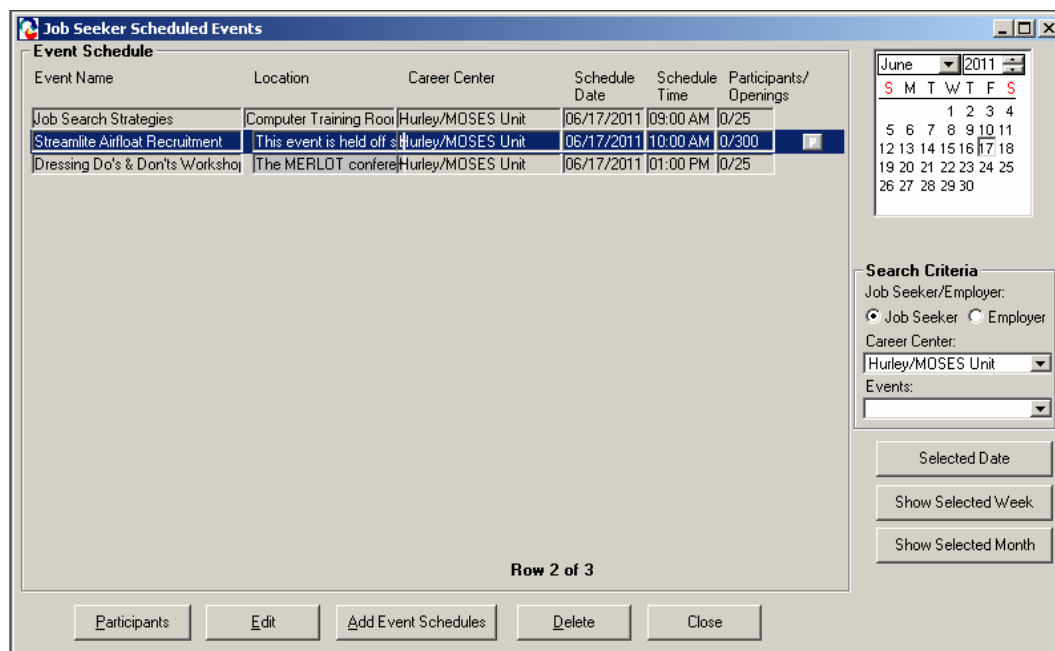
1. Select **Events**, then **Event Scheduling**, on the MOSES main menu bar.



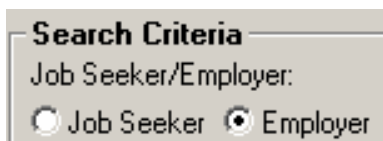
2. MOSES displays the **Job Seeker Scheduled Events** window.



The title of this window changes depending upon whether you select **Job Seeker** or **Employer** in the **Search Criteria** panel on the window. MOSES displays the job seeker version as the default.




3. Select the **Employer** radio button.







- Click the **Add Event** button to schedule the event. MOSES displays the **New** event schedule window.

- Type information into the following fields on the **New** event schedule window.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Event Name</b>	►	Select the <b>Event Name</b> from the dropdown list.
		 <p>MOSES displays only events that have already been created. Since you had selected the <b>Employer</b> radio button on the previous window, MOSES displays only employer events in the dropdown list. Only active employer events show up.</p>
<b>Career Center</b>	►	Select the career center organizing this occurrence of the event. MOSES displays the center that created the event, but you can change it by using the dropdown list.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Facilitator</b>	►	<p>Select the Staff ID of the person responsible for facilitating this occurrence of the event. MOSES displays your ID as the default. You can change it by using the dropdown list (<i>only staff at the center you selected are displayed</i>).</p> <p>After selecting a <b>Facilitator</b>, you can select <b>Co-Facilitator(s)</b> as well. Note: Under Co-Facilitator you can select <b>Guest/ Other</b>, MOSES allows you to data enter their names in the <b>Guest Notes</b> box. <i>This would be a good place to list the names of guest speakers / special attendees attending the recruitment.</i></p>
		
<b>Location</b>	Optional	Select the location at your career center where the event will be held or select Other to list off-site locations / special locations at the career center.
<b>Other Location</b>	Optional	<p>If you select <b>Other</b> in the dropdown list above, you can type in the location into this field.</p> <p><i>(Selecting Other from the dropdown menu allows you to list off-site locations / special locations at the career center.)</i></p>
<b>Openings</b>	►	Type the number of employers who will be permitted to sign up for this Job Fair event.
<b>Do Not Display on Internet</b>	Optional	Check this box if you want this event NOT to appear on JobQuest / Job Central.
<b>Date</b>	►	Type the date, or click the <b>C</b> to use the calendar, for when the event will occur.
<b>Time</b>	►	Type the time, or use the small up/down arrows, for when the event will occur.
		<p>The duration of the Job Fair event was preset in the event registration window. It is possible to schedule overlapping events. MOSES does not identify scheduling conflicts.</p>
		

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Recurring</b>	Optional	Select ( <b>Daily</b> , <b>Weekly</b> , or <b>Monthly</b> ) from the dropdown list if you want to schedule multiple occurrences of this Job Fair event.

<b>Instances</b>	Optional	This field becomes available if you select one of the Recurring options. Type the number of future occurrences of this Job Fair event that you want to schedule.
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If you selected **Daily**, you can only schedule up to 31 recurring events.

If you selected **Weekly**, you can only schedule up to 52 recurring events.

If you selected **Monthly**, you can only schedule up to 12 recurring events.



You set the date and time when you schedule the Job Fair event. If you later edit this Job Fair event, MOSES will not allow you to change the date. If it is necessary to reschedule, you should create a new occurrence of the event. Notify those who have signed up for the original occurrence that they should attend the new occurrence instead of the original.



Note: you can edit / change the time of the Job Fair event by clicking on the **Overwrite Time** button. This will make the time field editable.



Overwrite Time

6. Click the **OK** button to save your entries and return to the **Employer Scheduled Events** window.

**Employer Scheduled Events**

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Huge Biotech Job Fair	J.F. McCarthy Trailer Park	Hurley/MOSES Unit	06/17/2011	09:00 AM	0/45

**Schedules (578352)**

**Event Information**

Event Name: Huge Biotech Job Fair

Event Description: BioSpace Life Science Career Fairs are the biotech industry's premier career events. Featuring well-respected employers from around the nation, our link fairs attract top candidates in the biotech.

Career Center: Hurley/MOSES Unit

Location: Other

Other Location: J.F. McCarthy Trailer Park, 199 Shady Lane, Space 122, Worcester, MA

Facilitator: [Dropdown]

Co-Facilitator 1: GUEST/OTHER

Co-Facilitator 2: [Dropdown]

Guest Notes: J.F. McCarthy & Hari

Openings: 45

Calendar: ☐ Do not display on Internet: ☐

Date: 06/17/2011 Time: 09:00 AM

Recurring: [Dropdown] Instances: [Dropdown]

Overwrite Time


OK Cancel

## How it will appear in JobQuest

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Keywords

☒ bio

Event Type

☒ Recruitment/Job Recruitment

Click the ☒ above to remove the criteria from your search


Event Search Results

1 event(s) found | Show  results per page

Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.



▲ Event Date & Time	Event Name	Description	Center	Pre-requisite
Friday 06/17/2011 09:00 AM	<a href="#">Huge Biotech Job Fair</a>	BioSpace Life Science Career Fairs are ...	Hurley/MOSES Unit	✓

Modify Search

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**Event Information**

**Event Name:** Huge Biotech Job Fair
**Event Type:** Recruitment/Job Recruitment


**Event Date:**  
Friday 06/17/2011

**Event Time:** 09:00 AM

**Event Location**

**Career Center:**  
Hurley/MOSES Unit

**Address:**  
19 Staniford Street  
Boston, MA 02114

 Map this location


**Phone:** (617) 626-5303

**Event Description:**  
**BioSpace Life Science Career Fairs** are the biotech industry's premier career events. Featuring well-respected employers from around the nation, our job fairs attract top candidates in the biotech, pharmaceutical, life science & medical device

**Prerequisites:**  
Must be a biotech related company or organization to attend. Staffing firms / recruiters not allowed.

**Registration Information:**  
**Fee:** \$19.99  
**Website:** [www.massworkforce.org](http://www.massworkforce.org)

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