



Project HIRE Event Final Report

Section 1 - Contact Information

Local Workforce Investment Area:	Point of Contact:
County:	Phone Number:
Mailing Address:	E-mail Address:
	Fax:

Section 2 - Event Description

Date of Event:	Name of Hiring Fair	
Event Location	Final Attendance Count: _____ Job Seekers _____ Employers	
Which targeted industries attended?		
Provide a short description of Event 's Activities:		
Were interviews held in the same location of the Hiring Event _____ Yes _____ NO		
Event Total Cost \$ _____		

Section 3 – Integration of Activities

How was OMJ used as part of the Project HIRE event?
What type of Outreach worked best for job seekers? For Employers?
Were interviews held at other locations? If so, where?
Organizers/day-of supporters came from what organizations?

Section 4 – Evaluation

What went well at the event?

What would you change for next time?

Describe working with the University System of Ohio.

Describe working with the Small Business Development Center.

Project HIRE Evaluation Form

Local Workforce Investment Areas will use this form to describe Project HIRE event's summary report..
Please complete a separate summary form for each event or activity.

Section 1: Contact Information

Local Workforce Investment Area - This is the local area determined pursuant to the Workforce Investment Act, recommended by the Governor's Workforce Policy Board, and approved by the Governor.

County - The specific county within the Local Workforce Investment Area.

Point of Contact - This is the person who should be contacted regarding any questions relating to this request.

Phone Number - This is the phone number for the "Point of Contact."

E-mail Address - This is the e-mail address for the "Point of Contact."

Fax - This is the fax number for the "Point of Contact."

Section 2: Event Description

Date of Event – Identify the calendar date of the event.

Name of Hiring Fair – Identify the name used at the Event and through outreach efforts.

Event Location – Identify the address including the name of the building (where applicable), street, city, and state.

Attendance – This is the number of people attending and the number of employers at the event.

Targeted Industries – The type of industries hiring at the event.

Event's Activities – A short paragraph describing the event and it's related activities (where applicable).

Interviews at the Hiring Fair – Checkmark the line that says if interviews were held at the Hiring Fair.

Final Cost – The total cost of the event once all bills have been paid and accounted for.

Section 3: Integration of Activities

OMJ usage - Describe how OMJ was a part of this Project HIRE event.

Outreach – Identify the types of Outreach that were the most effective with job seekers and employers.

Interview Location – Identify, where applicable, other interview locations associated with this Project HIRE event.

Organizers and Supporters – Identify the organizations whose staff participated in organizing and/or volunteered during the event.

Section 4: Evaluation

What went well – Describe specifically what went well for this the Project HIRE event.

What you would change –List changes for the next Hiring Event which were discussed during the evaluation process.

Describe working with the University System of Ohio – Describe the working relationship and participation of the various education institutions in OUS in Project HIRE; specifically how it affected participation job seekers and employers.

Describe working with the Small Business Development Center. – Describe the working relationship and participation of the Small Business Development Center; specifically how it affected participation by businesses.

Please submit the report by December 31, 2009.

Mail: Ohio Department of Development – Workforce and Talent Division
P. O. Box 1001
Columbus, OH 43216-1001
Attention: Sue McKitrick
sue.mckitrick@development.ohio.gov

Fax: (614) 728-9135