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AFGHANISTAN WORKFORCE DEVELOPMENT PROGRAM (AWDP)

HERAT MEGA JOB FAIR AND GRADUATION CEREMONY EVENT

June 16 - 17, 2015



July 8, 2015

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Cover Page Credit: Over 10,000 people came to the Herat Mega Job Fair during the two day event. The proceedings were opened and closed by the Governor of Herat and supported by 80 booths represented by 105 private sector companies, non-governmental companies, and government divisions who received over 6,000 CVs from job seekers. June 16 -17, 2015 — Herat, Afghanistan.

Afghanistan Workforce Development Program (AWDP)

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Afghanistan
Workforce Development Program
Option Period 2
Herat Mega Job Fair and Graduation
Ceremony Event
(June 16 – 17, 2015)

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Acronyms and Abbreviations

ACCI	Afghanistan Chamber of Commerce and Industries
ALMC	Afghan Leading Management Consultancy
AMRAN	Afghan Mobile Reconstruction Association
AWDP	Afghanistan Workforce Development Program
BEST	Business Education and Skills Training
Blue Ray	Blue Ray Technologies
COP	Chief of Party
DM-TVET	Deputy Ministry of Technical Vocational Education and Training
ERS	Employment Related Services
FM	Financial Management
GIRoA	Government of Islamic Republic of Afghanistan
Green Wish	Green Wish for Afghanistan Educational and Service Organization
HIU	Herat Industrial Union
HQ	Creative Associates' Headquarters
ICT	Information and Communication Technology
Microsis	Microsis IT Services Co Ltd
MoE	Ministry of Education
MoU	Memorandum of Understanding
NDS	National Directorate of Security
NGO	Non-Governmental Organization
PM	Project Management
PSE	Private Sector Entity
SEO	Society Empowerment Organization
TVET	Technical Vocational Education and Training
USD	United States Dollar
USG	United States Government
WiPS	Women in the Private Sector
Youth	Youth Training for Employment

I. Introduction

Afghanistan Workforce Development Program (AWDP) addresses the twin challenges of high unemployment and the gap between the limited number of Afghans who possess technical and business management skills and the market demand for them. Creative Associates International based in Washington, D.C., implements the off-budget component of the program, while the Government of the Islamic Republic of Afghanistan (GIROA) Ministry of Education's Deputy Ministry of Technical and Vocational Education and Training (DM-TVET) implements the on-budget program, with Creative providing technical support. The shared goal of both components is to train, place and/or promote with salary increases 25,000 Afghans in semi-professional or mid-career employment, reducing the need to outsource for skilled work from foreign labor.

AWDP also focuses on strengthening local training providers of technical and vocational education and business training by facilitating linkages to the private sector, reducing reliance on donor funding. The Herat Mega Job Fair provided an innovative setting to meet these programmatic goals.

Purpose of a Collaborative Job Fair: Launched in 2012, AWDP has facilitated a series of single-training provider job fairs in Afghanistan, such as a job fair in Kabul 2013 by Kardan University (organized by the university, for which the training program was funded by AWDP) and the first ever Kandahar job fair 2013 (organized by an NGO-funded through AWDP). However, collaborative events showcasing multiple private sector entities (PSEs), AWDP-funded training providers and a diverse array of job seekers trained under different sectors, better matches the true purpose of what a job fair is meant to provide.

Collaboration with other AWDP-trained/funded training providers prevents scattered efforts, consolidates resources under one roof, and allows training providers to share contacts. For example an AWDP-funded ICT training provider may share their contacts for other sectors with AWDP-training providers for those sectors. Sharing resources and contacts better enables job seekers, AWDP-funded training providers, and the private sector to benefit from this sharing, according the programmatic lessons learned.

Goal: The objective of the Herat Mega Job Fair was to fast-track job placements for AWDP-trained job seekers, while providing them job search tools to use beyond the event, such as employment-related services (ERS) training on CV preparation, advice and printing. AWDP-training providers taught job seekers how to approach PSE, how to dress; conduct themselves in an interview, and other important time-management skills, in addition to sector-specific skills. AWDP-trained job seekers also took part in the planning and participation of the event, which helped to increase their personal investment while gaining additional skills and confidence.

The event facilitated job seekers' efforts to find semi-professional work by creating a shared space with a variety private sector entities looking to fill open positions. This shared space allowed job seekers to better understand future career paths and/or occupational opportunities within the companies stationed at booths. Private sector entities with

employment opportunities were also able better assess the availability and the quality of the local work force for full-time, part-time, or seasonal employment opportunities.

AWDP also provided organizational tools to the training providers/ grantees to set up the event, designating committees to cover different requirements such as coordinating with private sector, government officials, attendees, job seekers, the local police force and NDS for security and catering services.

The private sector benefits from job fairs by having access to a ready pool of job seekers trained in competency-based marketable skills in one place. Employers can vet job seekers at the event and at a later date following the job fair. Participating companies demonstrated their intentions to hire through the advertisement of real jobs to fill coupled with a focus on screening and interviewing job seekers. This led to enthusiasm in job seekers and the training providers that represented them.

The project is tabulating an exit questionnaire for participating employers and job seekers to use baseline to track subsequent job hires.

II. Executive Summary

The United States Agency for International Development (USAID) funded Afghanistan Workforce Development Program (AWDP) recently facilitated on a two-day Mega Job Fair on June 16 - 17, 2015 with seven private technical vocational and business training providers implementing the program's grants. To better connect with the local community, AWDP also partnered with the local government in Herat City on the event. The Mega Job Fair connected graduates of AWDP's demand-driven training programs with private sector employers for fields such as construction, financial and project management, marketing, information and communication technology, and sectors in need of youth and women. The program currently works in five major regional urban hubs, such as Herat, Mazar-e-Sharif, Kandahar, Jalalabad and Kabul cities.

Over 10,000 people attended the job fair, which was open to the general public in Herat City as well, and over 6,000 CVs were received by 105 private sector entities, national NGOs and government entities exhibiting at 80 booths provided by USAID. A no-cost CV development corner formatted over 1,000 CVs using a software template and copied and printed more than 12,000. A total of 320 candidates were shortlisted for 65 positions by 40 firms, with candidates scheduled for interviews next week, while 60 job seekers were placed during the job fair. Another 65 firms will test candidates to verify qualifications before short-listing them. The local government advertised 3,331 positions, gave out 1,718 government applications, and received 113 CVs for a variety of positions, with primary school teacher being one of the most common.

The Herat Governor, Mr. Mohammad Asif Rahimi, and other government representatives officiated the proceedings, opening and closing the event. In his opening speech which set the tone of the event and provided a clear message of the government support for the initiative, the governor reiterated that "The aim of such job fair events is to introduce the employer and the job seeker to each other. While all job seekers may not get employed here, this is a networking opportunity and through this they can follow up later."

The provincial government provided the venue and National Directorate of Security (NDS) and local police officers to ensure safety and security of the event. As the event organizer, AWDP took the lead in providing participant support, maintenance, and basic catering. It is important to note that the grantees have also contributed to making this event a success by providing volunteer staffing to support the events' activities and coordinate the flow of participants.



The government of Afghanistan collaborated on the job fair, advertising 1,700 positions for teachers at government schools, while the private sector was also strongly represented by private schools. June 16 -17, 2015—Herat, Afghanistan.

III. Participation of Government of Afghanistan

Preparation and Planning: AWDP Technical Program Managers traveled to Herat on May 29, 2015 to prepare for the event. They set up a number of meetings with key members of the provincial government, which were highly productive in terms of the goals of the program. These details are summarized as follows.

The Directorate of Economy: AWDP Technical Program Managers met the Directorate of Economy (DoE) in Herat and presented an overview of both AWDP grantees in Herat and the plan for the Herat Job Fair and the purpose of the event. The governor was very supportive of the upcoming event and pledged its support.

The Herat Governor: In a meeting with the Governor of Herat, Mr. Rahimi, the AWDP team presented an overview of the program, providing specific details on the job fair agenda. The Governor articulated his support of the job fair as a very positive step towards the economic growth of the Herat-based private sector and the provincial government itself. Following this initial introduction, the governor held a meeting the Directorate of Economy, Directorate of Education, Directorate of Human Resources, Directorate of ACCI, Directorate of HIU and other directorates, urging their full participation and support of the event. The governor took practical steps to further promote the event and demonstrate his strong support to the initiative by issuing the following directives:

- The directorate of Human Resources needs 1,631 employees, which should be hired through the job fair;
- The directorate of Education needs 1,700 teachers, which should be hired through the job fair;
- The directorate of ACCI should ensure that all the large companies and factories in Herat participate and should hire at least one or two job seekers;
- The directorate of HIU should ensure that all their members of large companies participate and hire at least one or two persons job seekers;
- The dates for the job fair were changed to June 16 – 17, 2015;
- AWDP should do a broad campaign for the event through TV, radios, local newspapers and billboards;



Herat Governor Mohammad Asif Rahimi cuts the ribbon at the Herat Mega Job Fair. AWDP grants coordinated with the provincial government and received over 10,000 people, as well job seekers from the general public. June 16-17, 2015—Herat, Afghanistan.

- AWDP with its grantees should pay for the job fair expenses and ensure that by the end of the event there are some figures to present to USAID and the local government, which will be announced through media conference at the end of second day;
- A meeting will be arranged with the Herat Development Committee on Wednesday June 10th 2015 to inform them about the event. All the NGOs, USAID projects, UN Agencies and organizations that would like to hire candidates should do so through this event (Job Fair);
- The proposed job fair would have the complete support from the governor and his team.

Herat Development Committee: AWDP delivered a detailed presentation of Herat Mega Job Fair event to the Herat Development Committee (HDC) under the direct chair of the Herat Governor, Mr. Asif Rahimi. The HDC includes international NGOs, national NGOs, UNAMA, USAID, government entities, PSEs, Provincial Council of Herat, Nemroz Provincial Council, Ghor Provincial Council as well as various Embassy Consulates in Herat and select others. The HDC expressed its support and continued interest in the initiative.

IV. Private Sector Participation

In order to better connect with PSEs in Herat and to invite them to participate in the Herat Job Fair, AWDP arranged a series of meetings with organizing bodies of the private sectors as follows:

The Directorate of Herat Industrial Union: The AWDP team set up a meeting with the Director of Herat Industrial Union (HIU) which, importantly, is also a part of AIA (Afghanistan Industrial Association) in Herat. The team presented a background on AWDP grants being implemented in Herat and the goals of the Herat Job Fair. The Director showed significant level of interest in not just the event but AWDP activities at large and expressed his desire for improved coordination across project activities and that of AWDP grantees.



A total of 80 booths were provided for 105 participating companies sharing booth space. Altogether 163 companies took part, with some branches of the same company. June 16-17, 2015— Herat, Afghanistan.

HIU Members: Following the guidance issued by the HIU Director, representatives from more than 30 large companies, including some factories which are very active in Herat, met with the AWDP team for a presentation on the program and the job fair in particular. The team provided a background on the AWDP model and briefed the attendees on the upcoming Herat job fair. During the meeting, the team also distributed packages of information and registration forms for the job fair.

In addition to this, an AWDP Survey Research Team led by Mr. Ahmadzai initiated a survey to better research the needs of the private sector in Herat. This gathering was helpful for assessing 30 new PSE companies. The survey team obtained their addresses to meet them one on one at their business location to conduct a formal needs assessment.

Directorate of Afghanistan Chamber of Commerce and Industries: The AWDP team also met with the Director of Afghan Chamber of Commerce and Industries (ACCI), Mr. Ghulam Said Khatibi, in Herat and provided information regarding AWDP grants and the goals of the Herat job fair. He expressed his full support and was keen to learn more about AWDP and its specific activities. He suggested that all AWDP grantees in Herat should coordinate their programs with his office as a means to be better informed about their activities and to provide targeted support.

ACCI Members: The ACCI Director called for a meeting of its members asking them to attend a one hour presentation on the Herat job fair conducted by AWDP. At the meeting, the AWDP team met over 40 large companies, including some factories which are very active in Herat. During the meeting, the AWDP team shared information on the AWDP model, project goals, also offering specific details of the Herat job fair. The team distributed packages of information and registration forms for the job fair.

V. AWDP Herat Grantees

Currently in Herat there are 7 grant recipient organizations implementing a total of 9 grant programs. In order to prepare for the job fair, a committee was formed that addressed each aspect necessary to the event. By taking part in the planning and preparation of the job fair, this enabled the grantee implementing the AWDP model to further create links to the private sector in their work. This aspect helped ensure a sustainable, participatory approach. The grantees also contributed to the overall budget of the job fair under their USAID-funded grants. Creative/AWDP contributed to the overall budget of the event as well.

All 9 grantees participated at the job fair, showcasing their services featured in their individual booths which were conveniently located at the hallway entrance of the event. The strategically selected location allowed for easy access by the representative government officials such as the Herat Governor as well as the event participants. Furthermore, while visiting these booths, the governor was accompanied by a large contingent of photojournalists from a variety of media groups, which helped to further highlight grantee work within the Herat community. The grant recipient organizations participating in the job fair are listed as follows:

Participating AWDP Grantees by Sector:

- Youth Training for Employment under TVET: Pearl Horizon Consulting
- Construction under TVET: Afghan Mobile Reconstruction Association (AMRAN)
- ICT under TVET: Blue Ray, Microsis, and AMRAN
- Financial Management under BEST: Afghan Leading Management Consultant (ALMC)
- Project Management under BEST: ALMC
- Women in the Private Sector under BEST: Green Wish for Afghanistan Educational and Services Organization and Society for Educational Empowerment (SEO).

VI. The Open Day and Graduation Ceremony Event

Overview: AWDP Technical Program Managers supported the implementation of the Herat Mega Job Fair and graduation ceremony in Herat city which was coordinated with 7 Herat-based grantees under 9 grants in 6 sectors. The event took place at Maulana Jalaluddin Balkhi Conference Hall located at the Department of Ministry of Education in Herat city.

The Program team also collaborated with the Director of Economy, Director of Afghanistan Chamber of Commerce and Industries (ACCI), Director of Herat Industrial Union (HIU) and Herat Governor, Mr. Mohammad Asif Rahimi. AWDP grantees contributed \$19,449 USD to the \$25,849,000 USD job fair budget, while Creative/AWDP contributed \$6,400 USD.

Herat-based AWDP Grantee Job Fair Coordination Committee

1. Discipline Team, led by Eng. Azizi: This committee was responsible for providing disciplinary services on the event day. This team was assigned to staff the reception, manage VIP guests, manage the opening ceremony, provide support to the booths, take any necessary disciplinary measures, and provide refreshment and lunch services to booths and the organizational team.
2. Registration Team, led by Mr. Karimi: This team ensured the registration of the PSE companies wanting to participate and register the job vacancies at the job fair.
3. Security Team, led by Mr. Said Ashraf: This team was responsible for the interior and exterior security by coordinating with ANP and NDS.
4. VIP Communications Team, led by Dr. Saheb: This team invited companies which were not AWDP grantee clients by ensuring that all PSE representatives were welcomed to the event.
5. Design Team, led by Mr. Altaaf: This team worked on designing the promotional materials, venue layout, and the announcements.
6. Finance and Logistics Team, led by Mr. Rahimi: This team was responsible for the procurement, logistics and financial issues.
7. Selection Committee, led by Ms. Aniss Faiaz: This team provided opportunities to all companies with job vacancies by placing them with a booth in the event.

Outreach materials: The event was well publicized through issuing over 3,000 brochures, fact sheets and other handouts in all three languages: English, Dari, and Pashto. Invitations were also designed in all three languages.

In line with the AWDP branding and marketing plan, banners promoting the event were prominently displayed at the entrance, the archway at the door, above the booths and on the stage. Additional banners advertised the event in the center of the city and a short TV spot with a provincial government endorsement ran on local TV.

Attendance: AWDP grant recipient organizations and their current trainees, the local Afghan government, international and national NGOs, and a host of PSEs were invited to the event with an anticipated participation of 700-1000 people. However, a total of 14,000 attendees were counted, with an estimated 10,000 individual attendees taking into consideration those attending both days.

Herat Mega Job Fair Schedule: During the first half day, it was a private event opened by key members of the provincial government, with the afternoon being an open event with the general public attending. On the second day a graduation ceremony for AWDP trained job seekers and private sector employees took place in the morning with the event open to the public all day.



The Administration Corner at the Herat Mega Job Fair, where over 1,000 CVs were developed and 12,000 were printed and copied, was provided to job seekers at no-cost. A total of 6,079 CVs were submitted for job openings in the private sector and within the provincial government. June 16-17, 2015—Herat, Afghanistan.

Herat Mega Job Fair and Graduation Ceremony Agenda June 16, 2015

Time زمان	آجندا
8:00 – 9:00	Registration نوم لیکنه
9:00 – 9:05	Reciting Holy Quran د قران کریم تلاوت
9:05 – 9:10	National Anthem of Afghanistan ملي سرود
9:10 – 9:20	Welcoming the participants by Spokesperson of Herat Governor ښه راغلاست او د پروگرام پېژندنه د هرات ولایت ویاند
9:20 – 9:30	CoP Welcome note and AWDP AWDP interdocation استازي وینا د AWDP
9:30 – 9:40	Governor Herat Speech د هرات ولایت د مقام وینا
9:40 – 9:45	Director of Economy Speech د هرات ولایت د اقتصاد رئیس وینا
9:45 – 9:50	Director of the Chamber of Commerce of Herat د سوداگری خونو د استازي وینا
9:50 – 9:55	Representative of Private Sector employers, Mr. Yasenzada's speech د ښاغلي یاسین زاده وینا د کار گمارونکو په استازیتوب
9:55 – 10:05	Private Sector employee and Job Seeker speeches د یوه کار پلټونکي او د خصوصي شرکتونو د یو مامور وینا
10:05 – 10:35	Distribute graduation certificates to graduating trainees د هرات ولایت د چارواکو له خوا د بری لیکونو ویش
10:35 – 11:05	Open event د پتی پرېکول، د کارموندني د برنامي پیل او د کار پلټونکو او شرکتونو د استازو د لیدني او مرکو له بهیر څخه د دولتي چارواکو او مېلمنو کتنه
11:05 – 12:30	Job Fair د کارموندني په موخه د کار لټونکو او د خصوصي شرکتونو کتنې
12:30 – 1:30	Lunch and Prayer Break / د غرمی او لمانځه وقفه
1:30 – 5:00	Job Fair د کارموندني په موخه د کار لټونکو او د خصوصي شرکتونو کتنې
5:00 – 5:20	Tea Break and Open Discussion چای څښل او ازاد بحثونه

Herat Mega Job Fair and Graduation Ceremony, Agenda June 17, 2015

Time زمان	Time	آجندا
08:05 – 09:00	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
09:05 – 10:00	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
10:05 – 11:00	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
11:05 – 12:00	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
08:05 – 12:30	Job Fair	د کارموندنې په موخه د کار لټوونکو او دخصوصي شرکتونو کتنې
12:30 – 1:30	Lunch and Prayer Break / د غرمڼی او لمانځه وقفه	
01:35 – 02:30	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
02:35 – 03:30	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
03:35 – 04:30	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
04:35 – 05:30	Distribute graduation certificates to graduating trainees	د بری لیکونو ویش
1:30 – 5:00	Job Fair	د کارموندنې په موخه د کار لټوونکو او دخصوصي شرکتونو کتنې
5:00 – 6:00	Press Conference	مطبوعاتي غونډه
6:05 – 6:30	Tea Break and Open Discussion / چای څښل او ازاد بحثونه	

Media: Local media invited to the event, including photojournalists and broadcast media.

No	Media	Name
1	Photographers Union	Khalil Ahmad
2	Taraqi TV	Jawid
3	Arya Zamin	Ghulam Mohammad
4	Faryad TV	Basir Ahmad
5	Tolo TV	Yaser
6	Ariana TV	Khodairam
7	Radio Farda	Sahel
8	Radio Azadi	Shahpoor
9	Photographers Union	Mohammad Shafiq
10	Isteqhlal TV	Hussain
11	Chekad TV	Khalil Ahmad
12	Sedai Taif	Esmatullah
13	Meli TV (State TV)	Poya
14	Nai Office	Mohammad
15	Voice Of America	Khalil

VII. Conclusion

AWDP has held jobs fairs in several regional geographic locations and built on the success of the larger Herat job fair by learning from the previously conducted smaller job fairs. The Herat Mega Job Fair provided an opportunity for job seekers, including those from vulnerable populations, to meet and network with employers and representatives in key industries and intermediary organizations and to explore the possibilities of job matching and/or placement. At the same time, the job fair allowed employers to identify qualified, skilled candidates to fill current or potential future positions. The job fair was very successful in that it was well-attended, exceeding all expectations. The official attendance of the provincial government, private sector and the overall event organization also worked well. The NDS and Afghan police force provided security as part of the support of the provincial government with no adverse events to report. Preliminary results from the job fair are as follows:

- Over 10,000 visitors attended. Counted 14,000, however reviewing for double counts for those attending both days.
- 80 booths provided for 105 participating companies sharing booth space. Altogether 163 companies took part, with some branches of the same company, therefore counted as 105.
- 208 PSE job vacancies announced in all AWDP sectors with the education and ICT sector well represented.
- A total of 6,079 CVs received at PSEs.
- More than 1,000 CVS developed using a software template and more than 12,000 printed and copied for job seekers and employers at no cost as part of the service of the job fair.
- 320 candidates shortlisted for 65 positions by 40 PSEs. Candidates will be interviewed next week.
- Another 65 PSEs need to test candidates to verify qualifications before short-listing.
- 60 job seekers were placed with PSEs during the 2 day job fair.
- 3,331 positions announced by government entities.
- 1,718 government vacancy forms given out and 113 CVs gathered from job seekers by government entities for a variety of positions, with primary school teacher being one of the most common.
- Recorded by video the proceedings of job fair which will be used as a resource for future guidance for job fairs.

VIII. Lessons Learned:

The AWDP team took time to meet with many of the job seekers learn their expectations for the event. They were mostly focused on finding a job and some were also interested in creating professional networks for future job opportunities. The team also was careful to give job seekers encouragement to visit the booths of PSEs most relevant to their field. However, some reports emerged that some booths operated by PSEs were not legitimately searching for candidates for positions but rather using the event to market their products. This was verified by the AWDP team in one case, though the number was rather small. While business marketing is encouraged and expected, AWDP needs to be more careful about the selection of the PSEs that use booths at job fair events. It is important to make sure that they have genuine vacancies available and/or potential interest in recruiting job seekers.

IX. Annex

1. Job Fair Overview and Guidelines

WHAT IS A JOB FAIR?

A Job Fair is an event where a number of employers and job seekers come together for the purpose of applying and interviewing for jobs. Defined more precisely, a Job Fair is an employment strategy to fast-track the meeting of job seekers and employers.

Ordinarily, Job Fairs are single day affairs held in metropolitan areas once to several times a year. Job Fairs are typically held in large assembly halls with a booth for each employer. At the front of each booth is a table that displays company brochures and information. Usually, several company representatives staff each booth, standing behind tables as they talk to job seekers. Some companies decorate their booths with banners and signs. Job Fairs range in size from 10 – 100 employers with many hundreds of job seekers. Even small Job Fairs can be busy events with lines of job seekers waiting to see company representatives. Based on the expectation of a large number of attendees from both site, would be more effective if the employers make their booth interesting and attractive. Please, consider some suggestions:

- Use pictures or graphics to illustrate your company name, logo, services or products and to convey your company's ideals and values
- Minimize words in graphics and signs. Make your message quick and simple
- Provide information about your company to be incorporated in the job fair packet. They'll tell job seekers what your company does and what it's like to work there.
- Keep business cards on the table so job seekers can contact you

Companies participate in Job Fairs to screen candidates for existing or future job openings. Companies also participate to introduce themselves as a desirable place to work and to promote their company. At the very least, companies will get exposure at Job Fairs, while at the most they can make rapid hires of highly qualified applicants. To make it happened the companies should ensure that the representatives represent company well and:

- Have at least two (or perhaps 3) representatives to interact with job seekers. This will keep lines short and job seekers happy!
- Have representatives that are outgoing and assertive. Your representatives should be smiling, upbeat and positive!
- Have representatives STAND (not sit) at the table
- Engage in conversation with job seekers as they walk by Review applications and CVs as they're collected. Ask job seekers to elaborate on their experience and qualifications
- Schedule interviews with top applicants. Conduct on-the-spot interviews if possible!
- Staff the booth with representatives that know your company's hiring procedures

For job seekers, Job Fairs are a convenient way to apply with several companies and to get immediate interviews. Job Fairs also enable job seekers to scope-out employers and to gather company and career information. What can job seekers realistically expect from a Job Fair? They can certainly obtain company and career information. They may even get an interview at the Job Fair. However, the goal is to get 'in-house' interviews at companies shortly after the Job

Fair. Job seekers should be advised that it's unlikely they'll walk away from the Job Fair with a new job!

Employer representatives invest a lot of time and resources to participate in Job Fairs. As such, companies appreciate job seekers who are well prepared and have a professional attitude. Job Seekers appreciate company representatives who are easy to approach and have clear answers to their questions. Furthermore, after the job fair Employers should be kind enough to understand the job seekers expectations and at list:

- Follow-up with all persons who submitted applications or CVs within 10 days
- Be straightforward with applicants. Telling them they did not make the 'candidate list' may be disappointing, but honesty is the best policy!

If employer representatives and job seekers both prepare adequately, Job Fairs can be great successes for everyone!

Afghanistan Workforce Development Program (AWDP) addresses the challenges of high unemployment caused by the gap between the limited number of Afghans who possess technical and business management skills and the market demands for skilled labor, business administrators and managers. By improving the quality and access to trainings in market-driven skills, AWDP complements the workforce development goals of the Government of the Islamic Republic of Afghanistan (GIROA) and the US Government.

2. Herat Mega Job Fair Activity Plan

No	Activity	Description	Responsible
1	Preparation for Documents	Properly complete documentation for the Job fair	Technical Program Manager, Wahid Raziqi
2	Coordination meeting	A grantees coordination meeting should be arranged in AWDP with all Herat base active grantees	Technical Program Manager, Wahid Raziqi
3	Travel arrangement	Travel arrangement should be completed for Herat with accompanying AWDP colleague	Technical Program Manager, Wahid Raziqi
4	Hotel Booking	Hotel rooms should be booked for AWDP staff in Herat	Technical Program Manager, Wahid Raziqi
5	Inform grantees	Herat-based grantees should be informed to be ready for a coordination meeting in Herat	Technical Program Manager, Wahid Raziqi
6	Participant list	Grantees should make ready the participants list for the Job Fair	Technical Program Manager, Wahid Raziqi
7	Travel to Herat	Flight to Herat	Technical Program Managers, Wahid Raziqi / Zahra Khawari
8	Coordination meeting	Grantees coordination meeting	Technical Program Managers, Wahid Raziqi / Zahra Khawari
9	Division of Tasks	Divide tasks and develop a detailed work plan for the Job Fair	Technical Program Managers, Wahid Raziqi / Zahra Khawari / grantees
10	Meeting with Governor	Meet Herat governor and other directorates	Wahid Raziqi / Zahra Khawari / grantees
11	Develop promotional materials	Develop all promotional and Job Fair related documentation. Materials should be developed with grantees logos as well USAID logo	AWDP grantees
12	Develop list of participants	Develop a detailed list of participants	Committee
13	Develop list of companies	Develop a detailed list of companies participating in the Job Fair	Committee

14	Develop vacancy database	A vacancy database will be developed from the available vacancies of the participating companies	Committee
15	Approval of promotional material	All promotion documents and material should be sent to AWDP Communications for approval	Committee
17	Budget for Job Fair	Grantees will present their budget alongside the participants list and companies list	Committee / grantees
18	Selection of Hall	Hall selection for the Job Fair event	Committee
19	Selection of Printing company	Selecting a company that should print all the promotional materials	Committee
20	Selection of Booth installation company	Selecting a company that should install all booths	Committee
21	Selection of company providing Crockery	Selecting a company to provide the Event	Committee
22	Security Matters	Coordinating with Police and National Directorate of Security (NDS)	Technical Program Manager, Wahid Raziqi and Committee
23	Other tasks as per the package	Accomplishing all the tasks pointed out in the coordination meeting with AWDP grantees	Technical Program Manager, Wahid Raziqi and Committee
24	Job Fair Event	Conducting Job Fair Event on of the days which is selected by committee	Technical Program Manager, Wahid Raziqi and Committee

3. The Herat Mega Job Fair Booth Holders' Lists

A) List

List of Booth holder in Herat Job fair					
#	Booth Number	Company/Organiz ation	Name of Representatives	Phone Number	Remar ks
1	B1	Afghan Salamat Hospital			
2	B2	Zalal Moafaq			
3	B3	Heray Donya			
4	B4	Chemia Hospital			
5	B5	Ghazanfar Bank			
6	B6	Afghan Azma Company			
7	B7	Neswan			
8	B8	Mirwais Qala Nawi Ltd			

B} List

#	PSE Name
1	Azma Institute
2	Ghazanfar Bank
3	Afghan Host Company
4	American University of Afghanistan
5	Banoo Food Industries
6	Zolal Mowafaq Company
7	Raha Net Company
8	Talash Asia Company
9	Heray Donya Food Production
10	Arian Saffron Company
11	Asia Pharma Company
12	Afghanistan Private Hospital Association (APHA)
13	Sehat Clinic
14	Aria Apollo Clinic
15	Oqyanoos Company
16	Towfiq Amini Company
17	Afghan Garma Company
18	Ziartjah Company
19	Pamchal Production
20	Morvarid Food Industries
21	Afghan Salamat Hospital
22	Maihan Sport
23	Photographers Union
24	Roshan Saffron Company
25	Afghan Attaran
26	Kahkeshan Sharq Institute of Higher Education
27	MTN
28	Darya Salar Company

29	Heray Biscuit Company
30	Noor Scientific and Cultural Society
31	Ariana Saffron Company
32	Nutrition, Education International (NEI)
33	Ofoq Alborz Afghan Company
34	AHDAA
35	Noor Group
36	Aryana Heray
37	Talash Academy
38	Fooshanj Company
39	Zeest Polymer Company
40	Negarestan Company
41	Pharabi Clinic
42	Kemia Hospital
43	Neswan Association
44	CIAM institute
45	Jaam Clinic
46	Ariana Business Company (ABC)
47	New Kabul bank
48	Noor Group
49	Product and import union
50	Hariwa Institute of higher education
51	Blue Sonic Company
52	Help German
53	Heray Donya
54	Mobile fixer Union
55	Saed ul Shahada Association
56	Nik Polymer Industrial Company
57	AVA Andishan Consulting Services
58	Mirwais Qala Nawi Ltd
59	Farshid Farshad

60	Herat Export Union
61	Resalat Private School
62	Herat Paint Product Company
63	Negin Saffron
64	Towhid Private School
65	Hewad Private High School
66	Azhar Learning and Society Services Association
67	Shelter Now International (SNI)
68	Elahi Hospital
69	AISA
70	DoLSA
71	Herat hiring Competitive Commission
72	HIU
73	ACCI
74	MICROCIS
75	PHC
76	ALMC
77	AMRAN
78	BRT
79	Green Wish
80	SEO

4. Herat Mega Job Fair: Activity Gantt Chart

No	Activity	Description	Responsible	Weeks						
				Sa	Su	Mo	Tu	We	Th	Fr
1	Preparation for Documents	Proper complete documentation for the Job fair								
2	Coordination meeting	A grantees coordination meeting should be arranged in AWDP with all Herat base active grantees								
3	Travel arrangement	Travel arrangement should be completed for Herat with accompanying AWDP colleague								
4	Hotel Booking	Hotel rooms should be booked for AWDP staff in Herat								
5	Inform grantees	Herat base grantees should be informed to be ready for a coordination meeting in Herat								
6	Participant list	Grantees should make ready the participants list for the Job Fair								
7	Travel to Herat	Flight to Herat								
8	Coordination meeting	Grantees coordination meeting								
9	Division of Task	Divide tasks and develop a detailed work plan for Job Fair								
10	Meeting with Governor	Meet Herat governor and other directorates								
11	Develop promotional materials	Develop promotional and all Job Fair related documentation and materials should be developed with grantees logos as well as client logo								
12	Develop list of participants	Develop a detailed list of participants								

13	Develop list of companies	Develop a detailed list of companies participating in the Job Fair																	
14	Develop vacancy database	A vacancy database will be developed from the available vacancies of the Participating companies																	
15	Approval of Promotional material	all promotion documents and material should be sent to AWDP coms for approval																	
17	Budget for Job Fair	Grantees will present their budget alongside the participants list and companies list																	
18	Selection of Hall	Hall selection for the job fair event																	
19	Selection of Printing company	Selecting a company that should print all the promotional materials																	
20	Selection of Booth installation company	Selecting a company that should install all booths																	
21	selection of companies providing crockery	Selecting a company to provide crockery for the event																	
22	Security Matters	Talking to Police and NDS																	
23	other tasks as per the package	Accomplishing all the tasks point outed in the coordination meeting with grantees																	
24	Job Fair Event	Conducting Job Fair Event on of the days which is selected by committee																	

5. Herat Mega Job Fair Finance Check List

Herat Job Fair Finance check list				
S#	Description	Completed		Remarks
PRE EVENT COSTS				
1	Printing and Advertising Cost			
1.1	TV and Radio Advertisement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2	Billboard	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.3	Stand	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.4	T-Shirts for decipline team	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.5	Booths for employers	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.6	Job Fair Crest	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.7	Flags	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.8	Invitation Card	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.9	Printing Event ID-Cards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.10	Banner	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.12	Advertising printing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.13	Poster	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.17	Envelope	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.18	Sticker for booths	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.19	Banner	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.20	Stationary for job fair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Badge Printing (VIP card, Job Seeker card....)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	Filming and Photo shooting			
2.1	Event Professional Filming for two days	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.2	Professional Photo Shooting for two days	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.3	Sound system for two days	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Venue Design and setup , Other Direct Implementation Cost of Cermony			

3.1	Decoration Cost	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.2	Interview room	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.3	Banners Installation / Take off	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.4	Electricity & power cost for ceremony	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.5	Electricity & power cost for booths	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.6	Plastic Chairs for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.7	Chairs for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.8	Tables for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.9	Ambulance for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.10	First Aid Packages for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.11	Fire Fighting Capsule for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Chairs for booths for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.12	Accommodation to Decepline team for four days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.13	Labor Cost for the Event for two days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Travel, Accommodation & Transportation, Communication Cost		
4.1	Travel for meeting with employers	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.2	Travel for meeting with vendors	Yes <input type="checkbox"/>	

		No <input type="checkbox"/>	
4.3	Communication cost (Telephone)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	Venue Rent		
5.1	Venue rent for the job fair event execution	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Food and Refreshment		
6.1	Food for event days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.2	Mineral Water	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.3	Rani	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.4	Biscuits	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.5	Plastic Dishes	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.6	Refreshment (Fruits)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7	Transportation Cost of Equipments		
7.1	Transportation cost for 3 days	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Other		
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	

		No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

6. Operations Action Plan for Job Fair

No:	Activity	Task	Status	Lead Person
1	Venue	<ul style="list-style-type: none"> Maulana Jalaluddin Balkhi 	•	
2	Booths	<ul style="list-style-type: none"> Renting booths 	•	
3	Tables and Chairs	<ul style="list-style-type: none"> Renting tables & chairs 	•	
4	Sound system	<ul style="list-style-type: none"> Renting the sound system 	•	
5	Internet	<ul style="list-style-type: none"> Internet facility 	•	
6	Power	<ul style="list-style-type: none"> Power 	•	
7	Power cabling	<ul style="list-style-type: none"> Power cabling for power supply in different locations in the event 	•	
7	Water	<ul style="list-style-type: none"> Drinking water 	<ul style="list-style-type: none"> We will use bottled water. We need case of water. Water will be available during event. 	
8	Lunch/ Refreshment	<ul style="list-style-type: none"> Lunch and refreshment 	<ul style="list-style-type: none"> Cookies, green tea, black tea, sugar, disposable glass and plates will be ready for refreshment. Lunch will be provided for almost XXX people. Restaurants will be identified for the delivery and services of the food. 	
9	Printing Banners	<ul style="list-style-type: none"> Printing banners at the size 3x6 /Installation and take off 	<ul style="list-style-type: none"> Printing press for printing XX banners printing/Installation and take off the banners will be identified 	
10	Flyers	<ul style="list-style-type: none"> Printing flyers at the size of A5 	<ul style="list-style-type: none"> 500 - 700 flyers for printing. Printing press will be identified. 	

11	Posters	<ul style="list-style-type: none"> A3 posters for printing 	<ul style="list-style-type: none"> 500 – 700 posters for printing. Printing press will be identified. 	
12	Printing A4 size color papers	<ul style="list-style-type: none"> A4 size color papers for printing 	<ul style="list-style-type: none"> 500 - 700 A4 size color papers for printing. 	
13	A4 Broachers	<ul style="list-style-type: none"> A4 broachers for printing 	<ul style="list-style-type: none"> 500 - 700 A4 broachers for printing. 	
14	Sacks	<ul style="list-style-type: none"> Making medium size sacks 	<ul style="list-style-type: none"> 500 - 700 medium size sacks will be made. Supplier will be identified. 	
15	T-shirt (if available) or any or the organization want to print it out.	<ul style="list-style-type: none"> Different size of T-shirts 	<ul style="list-style-type: none"> XXX???? T-shirts in different sizes will be made. Supplier will be identified. 	
16	Interview room	<ul style="list-style-type: none"> 3 interview rooms 	<ul style="list-style-type: none"> 3 interview rooms will be organized. Each interview room will have 1 table and 4 chairs 	
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
18	Food stall	<ul style="list-style-type: none"> 1 room for food stall 	<ul style="list-style-type: none"> 1 room will be organized for food service. 	
19	Prayer room	<ul style="list-style-type: none"> 1 room for prayer 	<ul style="list-style-type: none"> 1 room will be organized for prayer. 	
20	Wash room	<ul style="list-style-type: none"> How many wash room are available at the pavilion? We need at least 6 – 3 Male and 3 for Female 	<ul style="list-style-type: none"> 	
21	Transport	<ul style="list-style-type: none"> Transportation of needed goods and supplies. 	<ul style="list-style-type: none"> Transportation of needed goods and supplies will be identified. 	Dr. Wishal /Team

7. HERAT Mega Job Fair Gantt Chart

Activity Task Break-down	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	13	14	15	16	17	
Job Fair Promotion																						
Outreach material Design																						
Outreach material approval																						
Outreach material Print																						
Outreach material installation																						
Private Sector Engagement																						
Employer packet design																						
Employer packet approval																						
Employer approach																						
Vacancy registration																						
Employer follow up																						
Job Fair Logistic Preparation																						
Design and Print of the Jobseeker packet																						
Provide internet, electricity, water, refreshment, and supplies																						
Venue Design and Implementation																						

Venue selection	Grey	Grey	Grey	Grey		Red		Red									Green	Red	
Venue setup			Grey	Grey	Grey	Red		Red									Grey	Green	Red
Venue takedown						Red		Red										Green	Red
Event Activity Management						Red		Red										Green	Red
Booth visit						Red		Red									Grey	Red	
Workshop administration						Red		Red									Grey	Red	
Job Interview administration						Red		Red									Grey	Red	
Registration for ERS future training						Red		Red									Grey	Red	
Monitoring vacancy placement						Red		Red									Grey	Red	
Match Making						Red		Red									Grey	Red	
Reception						Red		Red									Grey	Red	
Photo and Video shooting						Red		Red									Grey	Red	
VIP and Public Relations						Red		Red										Green	Red
Invitation design and Print		Grey	Grey	Grey	Grey	Red	Grey	Red										Green	Red
Invitation sending and RSVP						Red		Red	Grey	Grey	Grey	Grey						Green	Red
Post Event Activities						Red		Red										Green	Red
Develop jobseeker and employer database for future use				Grey	Grey	Red	Grey	Red	Grey	Grey	Grey							Green	Red
Even report writing						Red		Red										Green	Grey
Success story writing						Red		Red										Green	Red

List of Trainees (Employees) by Grantee



#	Name	Last Name	Grantee	Remarks

10. Herat Mega Job Fair Media Registration Form

#	Name	Media Organization	Type	Remarks

11. Herat Mega Job Fair Public Job Seekers Registration Form

#	Name	Last Name	Organization (Last Work with)	Job Title (Previous)	Phone Number	Signature

12. Herat Mega Job Fair Vacancies List

#	Job Seeker Name	Position Occupied	Start Date of Job	Job Seeker 's Phone Number	Job Seeker's Signature	Employer /Company Name	Employer Phone Number	Employer 's Signature	Name of Grantee
1									
2									

13. Herat Mega Job Fair Employer Registration Form

EMPLOYER REGISTRATION FORM FOR JOB FAIR

Hereby I am confirming the participation of (Name of Company) representatives in the job fair event which will be held in the following address and mentioned date and time

- Venue Address

- Date: / /

Time: from 09:00 am – 05:00 pm

S#	Company's Representatives Name and title	Contact Information			Signature
		Email	Phone No	Website	
1					
2					
3					
Industry Classification (please mark the category that your company should be listed):					
<input type="checkbox"/> Management Consultancy		<input type="checkbox"/> Development Agencies			
<input type="checkbox"/> Agents/Retail/Distribution		<input type="checkbox"/> Education			
<input type="checkbox"/> Banking/Finance/Insurance		<input type="checkbox"/> Manufacturing			
<input type="checkbox"/> Business Services		<input type="checkbox"/> Media/Communications			
<input type="checkbox"/> Computer/IT		<input type="checkbox"/> Transport			
<input type="checkbox"/> Construction/Engineering Services		<input type="checkbox"/> Travel/Tourism			
<input type="checkbox"/> Consumer Goods		<input type="checkbox"/> Other			

The company's representatives will actively look to find the qualified trained jobseekers to meet the company's requirements to hire for the vacant position (s). The representatives will bring list of qualified trained jobseekers and their CVs for the future employment opportunities in the company. Adequate copies of the company's brochure and profile will be printed out to distribute for job fair participants.

"I have read the above agreements and ensure that the company will adhere to these conditions."

Name: _____ Title: _____

Signature: _____ Date: _____



Afghanistan Workforce Development Program AWDP

LOGO

Important Dates

The following activities and deadlines will help your organization take maximum advantage of the Job Fair:

Activity	Description	Deadline
Registration for the Job Fair	Please send your registration form to (XXXXXX@XXXX.com) or in hard to by the mentioned date.	
Promotion Material Submission	Please submit your promotional material to be incorporated in the Job Fair packet by the mentioned date. 500 Job Fair Packets will be distributed to the participants of the Job Fair.	
Vacancy Registration	Please register your vacancies by the mentioned date. You can register your vacancies online at (Contact - Email)	
Booth Setup	For better organization of the event, organizations will be provided with booths and other necessary services; however, the organization's representative must be in the event venue one day prior to the Job Fair Day.	
Job Fair Day	During the Job Fair, Employers are encouraged to come prepared to meet with jobseekers, conduct interviews, and network with business partners.	

Important Contacts

Please maintain the below contact information for further assistance and support.