

//**THE ELEVATE FUTURES CAREER PLATFORM**

Elevate Futures is an interactive workforce development platform that links recruitment, skill building, and career navigation into one collaborative system. Elevate Futures was developed to close the workforce gaps by informing, educating and developing students and job seekers, while directly connecting them to employers, career pathways and local jobs. Career Fairs are an important part of bridging this workforce gap in our community.

//**HOW TO SET UP YOUR BOOTH**

**It is important to completely set-up your booth and profile because the more robust the booth, the more engaged the job seeker is in your company.**

Setting up your booth can be done in a few easy steps:

1. Complete the Career Fair Booth information
2. Complete the company profile including Job Cards and Recommended Learning and post your jobs to the site

//**COMPLETE BOOTH INFORMATION**

1. After logging into the Elevate Futures platform, click on Edit Profile from the menu on the left-side of the screen
2. Click on CAREER FAIR, in the tab at the top of the screen
3. In the Participation Agreement, click the toggle to YES to agree to participate in the Career Fair. Select “Pay for Booth” to enter payment information.
4. To Upload your Company Logo, click Save and a pop-up will appear, select Add Photo. Browse files, select the logo image and click Save.
5. The Company Introduction area allows you to describe your company to job seekers and highlight all of the aspects of the company that make it a great place to work. After writing the introduction, click Save.
6. Upload Company Videos allows you to upload videos that showcase your company. Click Choose File to browse your computer’s files, select the video file, add the title in the text box for the video and click Save.
7. PDF Upload allows you to upload files about your company, such as brochures. Click Choose File to browse your computer’s files, select the PDF file, add the title of the PDF in the text box and click Save
8. The Interview Questions section allows you to create custom interview questions in addition to the standard questions that are asked to candidates. Enter the questions in the text boxes and click Save.
9. After completing all of your booth information, click submit to have your booth approved for the upcoming career fair. *Tip:* *The more completely your booth is set-up, the more engaging it is to job seekers.*

//**COMPLETE COMPANY PROFILE**

1. After submitting your booth, click Edit Profile at the top of the screen to ensure your company’s profile information is complete.
2. It is also useful to complete the Job Cards and Recommended Learning sections.
	1. Job Cards inform candidates about the types of jobs your company hires.
	2. Recommended Learning highlights training courses that candidates can take to increase their skills that are applicable to your positions.

//**POST YOUR JOBS ON THE SITE**

Post your open positions on the site for job seekers to view and apply. You can post jobs directly on the Elevate Futures site using the easy-to-follow form available in your account under the “Opportunities” section of the menu.

1. Click on “Opportunities” and then select “Post Opportunity”.
2. Fill out the form with the information about your open position.
3. Ensure the correct information is selected for your company name and location.
4. Select “Publish” at the bottom of the screen and the position will be available to job seekers on the site.