



## Dear Job Fair Hiring Companies,

Thank you for signing up **Portland** Oregon CASPA/OCC High Tech Job Fair. In order to help better preparation for the upcoming 2017 High Tech Job Fair on Sunday May 14th, 2017, **Please fill-out this form and email back to [jobfair@pdxchinese.org](mailto:jobfair@pdxchinese.org)**

### *Hiring Company Info (Due by 4-28-2017)*

- 1. Resume Forwarding & Online Job Description** - Please provide company URL link and/or e-mail address for job fair candidates to submit resume

Submit Resume to <http://>\_\_\_\_\_

and / or E-mail: \_\_\_\_\_@\_\_\_\_\_

Job listing webpage <http://>\_\_\_\_\_

- 2. Job Fair Proceeding** - CASPA will publish Job Fair Proceedings and distribute to job fair participants

☐ Two (2) pages of company info and job openings/descriptions in MS Word or text format; 4/28/2017  
Please e-mail to [jobfair@pdxchinese.org](mailto:jobfair@pdxchinese.org) attention Jue Shi.

- 3. Company Presentation** - Each company has 10-min to introduce their companies to job seekers

☐ A 10-minutes Company presentation in PowerPoint format.

Power Point: Yes \_\_\_\_\_ No \_\_\_\_\_

In person presentation: Silicon Valley: Yes \_\_\_\_\_ No \_\_\_\_\_ Portland: Yes \_\_\_\_\_ No \_\_\_\_\_

- 4. Company Attendees Info** - CASPA will prepare VIP badges and meal tickets for company attendees

**Please check other sites if you plan to attend those job fairs.**      Silicon Valley      Austin      Portland

Name/Title \_\_\_\_\_

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Name/Title \_\_\_\_\_

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Name/Title \_\_\_\_\_

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Name/Title \_\_\_\_\_

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Will you join the dinner reception in the evening of job fair event?

☐ Silicon Valley Yes \_\_\_\_\_ No \_\_\_\_\_ How many people \_\_\_\_\_

☐ Portland      Yes \_\_\_\_\_ No \_\_\_\_\_ How many people \_\_\_\_\_