



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 14<sup>th</sup>, 2017**,

***Fill-out and email back to [jobfair@pdxchinese.org](mailto:jobfair@pdxchinese.org)***

### Hiring Company Info

**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

Due by 4/28/2017 E-mail \_\_\_\_\_@\_\_\_\_\_

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

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

Due by 4/28/2017 ☐ Two (2) pages of company info and job openings/descriptions in MS Word or text format; 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

Due by 4/28/2017 ☐ 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 \_\_\_\_\_ ☐ ☐ ☐

Name/Title \_\_\_\_\_ ☐ ☐ ☐

Due by 4/28/2017 Name/Title \_\_\_\_\_ ☐ ☐ ☐

Name/Title \_\_\_\_\_ ☐ ☐ ☐

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 \_\_\_\_