

# Discover How to Create an Industry Partnership Fair in Your District



Kevin Doyle – Career Guidance Specialist

Kris Neal – Work Based Learning Coordinator

Debbie Smith – Work Based Learning Coordinator

Battle Ground Public Schools

**Industry Fair Planning Meeting Agenda**  
**Thursday, December 5, 2018**  
**8:30 a.m. – 10:00 a.m.**  
**Battle Ground High School**

<b>Task</b>	<b>Who's Responsible</b>	<b>Notes</b>
<b>Introductions</b>	Everyone	
<b>Date/Location</b>  Thursday, February 21, 2019 5:00 pm – 7:00 pm Battle Ground High School Lair and Rotunda <ul style="list-style-type: none"> <li>• Tour Location</li> <li>• Table layout</li> </ul>		Confirmed  Set Back up date?
<b>Industry Venders</b> <ul style="list-style-type: none"> <li>• Review current list Who are we missing</li> </ul>	Kevin	Set out 100 emails to employers. Currently 16 employers responded
<b>Resume Workshop</b>  BGHS College and Career Center 4:00 pm – 6:30 PM <ul style="list-style-type: none"> <li>• What does it look like?</li> <li>• Supervision/volunteers needed?</li> <li>• Supplies needed?</li> <li>• Signs</li> </ul>		WorkSource will host the resume workshop.  Job seeker's workshop host by Goodwill? Use C44 or prior to event
<b>Advertise and Promote</b> <ul style="list-style-type: none"> <li>• Flyer (Industry and General Population) (Need to develop)</li> <li>• How are we advertising the event in the community (Share out)               <ul style="list-style-type: none"> <li>▪ Battle Ground</li> <li>▪ Goodwill</li> <li>▪ PIC</li> <li>▪ WorkSource</li> </ul> </li> <li>• Newspapers (Reflector, Columbian and Oregonian)</li> <li>• Daily bulletin</li> <li>• Connect Ed Call</li> </ul>		Contact Rita and Joe at District.  Group discussion  Get the word out to the teachers district wide.

<ul style="list-style-type: none"> <li>• BGHS TV</li> <li>• Posters</li> <li>• Individual flyers to teachers</li> <li>• Use Skyward and Remind</li> <li>• Personal invitations</li> <li>• Twitter, Instagram, Facebook and other social media</li> <li>• Banner</li> <li>• Reader Board at schools</li> </ul>		
<p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>• Battle Ground <ul style="list-style-type: none"> <li>▪ Student Volunteers -AJROTC</li> <li>▪ Adult</li> </ul> </li> <li>• Goodwill Job Connection</li> <li>• PIC</li> <li>• WorkSource</li>   <li>• How many volunteers?</li> <li>• Where do we place them?</li> <li>• What do we need volunteers to do?</li> <li>• Snack ideas for student volunteers?</li> </ul>		<p>WorkSource will assist during the event in the rotunda</p>
<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>• Materials and supplies</li> <li>• Wifi - Venders</li> <li>• Computer access – Career Center</li> </ul>		
<p><b>Other Topics</b>  What else can we add to the industry fair – Change up?  CTE Classes/Programs promote program  Glass beads / projects</p> <p>Feature Employers in daily bulletin prior to event</p>	<p>Kris</p> <p>Kevin</p>	
<p><b>Next Steps</b></p> <p>Flyer for community  Posters for schools  Continue to reach out to employers</p>		

# Battle Ground Industry Fair



**Thursday, February 21, 2019**  
**5:00 p.m. to 7:00 p.m.**  
**Battle Ground High School**  
300 W Main Street  
Battle Ground, WA 98604

## Questions?

Contact Kevin Doyle  
(360) 885-6598 or

[doyle.kevin@battlegroundps.org](mailto:doyle.kevin@battlegroundps.org)

The Battle Ground Public Schools provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, or HIV/Hepatitis C status. The district provides equal access to the Boy Scouts and other designated youth groups. Contact the following regarding questions and complaints of alleged discrimination: Title IX Compliance Officer, 360.885.5481; Title IX Athletic Coordinator 360.885.5415; Section 504/ADA Coordinator 360.885.5481; Compliance Coordinator for State Civil Rights Laws, 360.885.5415; or a letter may be submitted to the designated coordinator at the Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604.

**Reserve your table by Friday,  
February 15th!**

<http://bit.ly/2mnaEoP>

Host a table at the Battle Ground Industry Fair and help us educate young people about career opportunities in Southwest Washington!

We are seeking employers in and around Clark County.

The event serves students, families and community members.

**Sponsored by:**

*Your* Battle Ground  
PUBLIC SCHOOLS

**JobConnection**  
GOODWILL Job Solutions

**WORK**Source

**PIC**  
PARTNERS IN CAREERS

**NEXT**

**DESIGN YOUR FUTURE**

WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities. Washington Relay Service 711.



# Battle Ground Public Schools

PO Box 200 • Battle Ground, WA 98604-0200 • Office Location: 11104 NE 149<sup>th</sup> St., Brush Prairie, Washington  
District Switchboard: (360) 885-5300 • Fax (360) 885-5351

November 8, 2018,

Dear Industry Representative,

I am Kevin Doyle, Career Guidance Specialist at Battle Ground High School.

Battle Ground Public Schools, Goodwill Job Connections, NEXT, Partners in Careers, (PIC) and WorkSource of SW Washington will be hosting an Industry Fair Thursday, February 21, 2018, from 5:00 PM to 7:00 PM at the Battle Ground High School. We would like to invite you to participate in our upcoming Industry Fair. An informational flyer is attached.

**Please register by February 15 at the link below.**

If you would rather not use the Google document, please email the following information:

- Company Name
- Company Mailing Address
- Company Phone Number
- Representative Attending
- Representative Phone Number
- Representative Email Address

We hope that you will be able to join us for this event.

Thank you,

Kevin T Doyle  
Career Guidance Specialist  
Battle Ground High School  
360-885-6598  
[doyle.kevin@battlegroundps.org](mailto:doyle.kevin@battlegroundps.org)

Jaucelyn Nylund  
Career Guidance Technician  
Battle Ground High School  
360-885-6599  
[nylund.jaucelyn@battlegroundps.org](mailto:nylund.jaucelyn@battlegroundps.org)

Industry Representatives,

Thank you again for registering to attend Battle Ground Industry Fair, Thursday, February 21, 2019.

The fair will take place at: Battle Ground High School  
300 West Main Street  
Battle Ground, Washington 98604

Logistical Information:

- The fair hours are 5:00 p.m. – 7:00 p.m.
- Check-in will begin at 4:00 p.m. in the rotunda. Upon check-in you will be brought to your table space. AFROTC Cadets and Student Leaders will direct you to your table.
- Parking will be in the staff parking lot, on Main Street across from Burgerville. There will be AFROTC Cadets in front of the high school to greet you and help carry your materials.
- Every industry represented will have 3x6 foot table.
- Materials to bring for the table display could be but not limited to:
  - Brochures
  - Business cards
  - Signage of company or products
  - Laptop with video or slides of company projects, etc. (Laptop not requiring electrical outlet)
  - Table covering/cloth
  - Sample of materials that you produce
  - Swags, such as handouts, candy, pencils, pens, bags etc.
- Wi-Fi is available. (Please note, there are few electrical outlets in the room. If you requested electricity, we will do our best to accommodate your needs).
- Anticipated public attendance could range from a couple hundred to 500 based upon previous years' event.
- The fair breakdown time is 7:00 p.m.

In the event of inclement weather and school closure, the fair will be postponed. The industry planning team will contact you by phone and or email earlier in the day to inform you. The new possible date for the fair will be March 21, 2019.

If you have any questions, email Jaucelyn or me.

Looking forward to seeing you on Thursday, February 21, 2019.

Kevin T. Doyle  
Career Guidance Specialist  
Battle Ground High School  
360.885.6598

Jaucelyn Nylund  
Career Guidance Technician  
Battle Ground High School  
360.885.6599

**BUSINESSES ATTENDING  
BATTLE GROUND INDUSTRY FAIR  
February 21, 2019  
5:00 p.m. – 7:00 p.m.**

1. Polaris Industries
2. ADK Electric Inc.
3. ADD Security
4. Amazon
5. American Workforce Group
6. Apollo Drain & Rooter
7. Battle Ground Public Schools
8. Boeing
9. GB Manchester
10. Boy Scouts of America
11. C.O.A.T. Flagging
12. Cascade Electrical
13. Cascade Student Transportation
14. Charter College, HVAC and Welding
15. City of Vancouver, Parks and Recreation
16. Clark College
17. Clark County Human Resources
18. Clark County Sheriff's Office
19. Clark Public Utilities
20. Columbia Machine Inc.
21. Construction Industry Training Council (CITC)
22. Core Health & Fitness LLC
23. Corwin Beverage Co
24. Discovery Behavior Solutions
25. Dairy Queen Grill & Chill
26. Dollar Tree Distribution Center
27. Educational Opportunities for Children and Families (EOCF)
28. Employers Overload
29. ESD 112 and SELF
30. Farmers Insurance
31. Fire District 3
32. Prairie Electric
33. Hendrickson HVAC Services
34. Goodwill Industries
35. H&R Block
36. IQ Credit Union
37. JRT Mechanical Inc.
38. Kaiser Permanente
39. Kelly Services
40. LIUNA (Laborers Union Local 335)
41. McDonalds
42. Mill Plain Electric Inc.
43. North Star Restaurant
44. NW Staffing Resources
45. Oldcastle Building Envelope
46. Oregon & SW Washington Mason Trades
47. Pacific Printing Industries Association
48. Panda Express
49. Patriot Fire Protections
50. Polos Electronics
51. Rotschy Inc.
52. Russell & Son's Plumbing Inc.
53. Sea Mar Community Health Center
54. Securitas Security Services
55. Sodexo
56. Spectrum
57. Stewart Plumbing
58. Sunrise Dental
59. Tapani Inc.
60. Tapani Plumbing Inc.
61. TEMCO
62. Touchmark at Fairway Village
63. Transportation Security Administration (TSA/DHS)
64. UA Local 290 Plumbers and Pipefitters
65. UPS
66. VIP AmeriCorps
67. WA Department of Fish and Wildlife
68. Walgreens
69. West Coast Training
70. YMCA of Columbia-Willamette
71. Abbott & Associates, Inc., Professional Placement







# Battle Ground Public Schools

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PO Box 200 • Battle Ground, WA 98604-0200 • Office Location: 11104 NE 149th Street • Brush Prairie, Washington  
District Switchboard: (360) 885-5300

February 25, 2019

Dear Employer,

The Battle Ground School District, Goodwill Job Connection, NEXT, Partners in Careers and WorkSource would like to thank you for your participation in our Industry Fair. This event is very important not only to our students but to our community as well. The fair brought in over 400 individuals to make connections with employers. This establishes the importance of building and sustaining our partnerships. We hope that your needs and expectations were met.

Please feel free to contact us now or in the future. We are here to support you too. Please share this email with your team.

Sincerely,

Cindy Arnold  
CTE Director  
[Arnold.cindy@battlegroundps.org](mailto:Arnold.cindy@battlegroundps.org)  
(360) 885-5359

Kevin T. Doyle  
Career Guidance Specialist  
[Doyle.kevin@battlegroundps.org](mailto:Doyle.kevin@battlegroundps.org)  
(360) 885-6598

Jaucelyn Nylund  
Career Guidance Technician

Kris Neal & Debbie Smith  
Work Based Learning Coordinators



## **Email Letter to Family**

Hello Students, Parents/Guardians,

Students, families and community members are invited to learn about careers in southwest Washington at the Battle Ground Industry Fair on Thursday, February 21 sponsored by Battle Ground Public Schools, Goodwill Job Connection, NEXT, Partners In Careers and WorkSource. The fair will be held at Battle Ground High School 5:00 PM to 7 PM., 300 W. Main St., in Battle Ground.

Come to the industry fair with your current resume or arrive early to participate in a resume writing workshop. It will be a drop in-workshop from 4:00 PM to 6:30 PM in the school's College and Career Center.

More than 65 employers will be in attendance to discuss their employment opportunities and career paths within their companies.

Join us for an educational evening at Battle Ground High School to learn about the many career opportunities in our region. Please contact Career Guidance Specialist Kevin Doyle at (360) 885-6598 or email [doyle.kevin@battlegroundps.org](mailto:doyle.kevin@battlegroundps.org) with questions.

Attached is the current list of employers and an industry fair flyer.

## **Phone Message to Families**

Hello Families of Battle Ground Public Schools

This is Kevin Doyle, Career Guidance Specialist at Battle Ground High School. I personally want to invite you and your family to the Battle Ground Industry Fair Thursday, February 21, 5 pm – 7pm at Battle Ground High School. Sixty-five local and regional employers will be here to discuss employment opportunities. Come to the industry fair with your current resume or arrive early to participate in a resume workshop in the College and Career Center starting at 4 pm.

All are welcome to attend and I look forward to seeing you at the Battle Ground Industry Fair.

Thank you,

## Industry Fair Job Seeker Questionnaire

Question	Industry:	Industry:	Industry:
What type of positions do you have in your company?			
Can you provide me a description of your business?			
What is the back ground, education and or work experience need for your company?			
What skills would I need to be successful in this position?			
What are the opportunities for growth within the company?			
What careers are available in the company?			
How do you find people to bring in to your company?			
What is the work environment like?			
What do you like most about working for this company?			

**Industry Fair  
Employer Survey  
Hosted at Battle Ground High School**

**Please take a few moments to fill out the below survey which will help us in planning future events!  
Questions-please circle those that apply to your experience today:**

**1. How was the event today?**

It was a great experience      I got something out of it; it was worth my time      Not worth my time

**2. Will you schedule interviews with any of the candidates?**

Yes      No, but I was able to share what our business/Industry was about      No

**3. Would you be interested in doing this again in the future?**

Yes      No      Other \_\_\_\_\_

**4. How often would you think an event like this would be worthwhile?**

Once a year      Every other year      Not at all      Other?

**5. Are there other ways you might like to engage with our school district (circle all that apply)?**

- Become a mentor or guest speaker
- Host an internship
- Be a part of an Advisory group (group that helps us stay current in your industry)
- I am already involved

**6. How did you hear about the industry fair? (Circle all that apply)**

- Teacher/School
- Goodwill Job Connections
- Partners In Careers
- NEXT
- WorkSource
- Industry flyer
- Word of mouth
- Newspaper
- Social media i.e. Facebook, Twitter, webpage
- Other

**7. Please offer any other feedback that you think might help us for future events.**

**Industry Fair Survey**  
**Hosted at Battle Ground High School**

- Community Member**
- Student**

**Please take a few moments to fill out the below survey which will help us in planning future events!**

**Questions-please circle those that apply to your experience today:**

**1. How was the event today?**

It was a great experience      I got something out of it; it was worth my time      Not worth my time

**2. Did you get a potential interview?**

Yes      No, but I was able to learn about jobs businesses have      No

**3. Would you be interested in coming to future events like this?**

Yes      No      Depends on \_\_\_\_\_

**4. How often would you think an event like this would be worthwhile?**

Once a year      Every other year      Not at all      Other \_\_\_\_\_

**5. In what ways was this event helpful to you? (Circle all that apply)**

- I practiced meeting and greeting employers and asking about jobs
- I completed a resume that I used with employers
- I learned about jobs in our area I didn't know about
- I got an interview scheduled
- This event was not helpful to me

**6. How did you hear about the industry fair? (Circle all that apply)**

- Teacher/School
- Goodwill Job Connections
- Partners In Careers
- NEXT
- WorkSource
- Industry flyer
- Word of mouth
- Newspaper
- Social media i.e. Facebook, Twitter, webpage

**7. Please offer any other feedback that you think might help us for future events.**