



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 Friday May 12, 2017. **Please fill-out this form and email back to 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 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 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 _____