



## **NLMCC Assisted Job Fair Request Procedure**

- Step 1) Local parties (NECA Chapter and IBEW Local Union) agree to a Job Fair event with the purpose to address immediate workforce shortages, and parties jointly complete an NLMCC Job Fair Request Form.
- Step 2) Local Union contacts the IBEW State Organizing Coordinator (SOC) and Chapter contacts the NECA Director, Workforce Development (DWD) (Attention: rc@necanet.org) with completed Request Form.
- Step 3) SOC contacts the IBEW District Organizing Coordinator (DOC).
- Step 4) DOC sends request and completed Request Form addressing the qualifying requirements to IBEW Membership Development Department (MDD)-(Attention: Virgil\_Hamilton@ibew.org and MembershipDev@ibew.org) and the District IVP.
- Step 5) MDD and DWD will determine if the request meets the qualifications for advertising assistance.
- Step 6) MDD and DWD receive estimates from Media Consultants and forward updated spreadsheet to the NLMCC for approval/rejection.
- Step 7) MDD sends an email to NLMCC members, NECA National Staff (Director, Workforce Development), Chapter Manager, TV/Radio/Social Media Consultants. If the request qualifies for advertising assistance, the MDD and DWD will recommend support from the NLMCC. In any case, the MDD will ask the media consultants to develop the Internet landing Page and video clips.
- Step 8) NECA Chapter Manager solicits all signatory employers to participate.
- Step 9) All the parties are notified of the decision by MDD and DWD.
- Step 10) Upon completion of the Job Fair event, the DOC will send the results to MDD (Attention: Virgil\_Hamilton@ibew.org and MembershipDev@ibew.org), the DWD, the Business Manager, and the Chapter Manager.
- Step 11) All invoices are submitted to the DWD at the NLMCC Office, Bethesda, MD for payment with Cc to MDD (Attention: Virgil\_Hamilton@ibew.org and MembershipDev@ibew.org).

### Notes:

- Requirements for advertising assistance are: manpower shortage of Journey Wiremen, Journey Linemen, or CW/CE's, and contractor ability and willingness to hire at the event.
- There are no minimum qualifications for use of the landing page and video clips.
- A minimum of 4 - 6 weeks is best for advertising purchasing. Requests for the landing page and video clips can be processed in shorter time.
- IBEW Membership Development and the NECA Workforce Development departments maintain a record of events, costs, and results to evaluate the success of the program for review by the trustees of the NLMCC.



## NLMCC Job Fair Assistance Request Form

1. IBEW Local Union # \_\_\_\_\_ NECA Chapter \_\_\_\_\_
2. Date of Job Fair \_\_\_\_\_ Time of Job Fair \_\_\_\_\_
3. Address of Job Fair \_\_\_\_\_
4. Contact phone # (to be used for video and landing page) \_\_\_\_\_
5. State Organizing Coordinator and cell # \_\_\_\_\_
6. Local Union Organizer and cell # \_\_\_\_\_
7. Requesting TV advertising? Yes    No  
Y    N    Requesting Radio advertising? Yes    No  
Y    N
8. Do you (Local) want to utilize the landing page? Yes    No  
Y    N
9. Do you want to utilize the 'registration' portion of the landing page? Yes    No  
Y    N
10. Do you have a registration page of your own? Yes    No  
Y    N
11. List of Contractors attending: \_\_\_\_\_  
Yes    No
12. Seeking wiremen or linemen with 4 years of experience? Y    N
13. How many can be hired directly during Job Fair? \_\_\_\_\_
14. Seeking CW/CE's? Yes    No  
Y    N
15. How many can be hired directly during Job Fair? \_\_\_\_\_
16. How many people currently on wireman/lineman book 1? \_\_\_\_\_
17. How many unfilled calls on this book? \_\_\_\_\_
18. How many expected unfilled calls on this book in the next 6 month? \_\_\_\_\_

Signed:

\_\_\_\_\_   
IBEW Local Union

\_\_\_\_\_   
NECA Chapter