
**INSTRUCTIONS FOR SUBMISSION OF
CAREER & RECRUITMENT FAIR SESSION PROPOSALS and
CAREER & RECRUITMENT FAIR EMPLOYER VENDOR APPLICATIONS**
NATIONAL HBCU WEEK CONFERENCE
CAREER & RECRUITMENT FAIR
SUNDAY, SEPTEMBER 15, 2024
PHILADELPHIA, PENNSYLVANIA

Access the submission site at: <https://forms.office.com/g/g6LG2uEMKg>

WHITE HOUSE INITIATIVE

The White House Initiative on Advancing Educational Equity, Excellence and Economic Opportunity through Historically Black Colleges and Universities (Initiative) works with federal agencies, private sector employers, educational associations, philanthropic organizations, and other partners to increase the capacity of HBCUs to provide the highest-quality education to students.

NATIONAL HBCU WEEK CONFERENCE

The Annual National HBCU Week Conference is the nation's premier convening of college and university executive leadership, faculty, students, and supporters. It is implemented under the leadership of the Initiative, in consultation with the Executive Office of the President and U.S. Department of Education. The event provides a unique occasion for federal agencies, private sector companies and philanthropic organizations to participate and provide useful information and successful models to improve instruction, degree completion and federal engagement ensuring the sustained elimination of systemic inequities.

About the participants

The Annual National HBCU Week Conference is the largest convening of key influencers in the HBCU space. The event brings together senior administrators, students, sponsored programs professionals, financial aid executives, higher education advocates, members of the President's Board of Advisors on HBCUs, trustees, alumni, corporate, foundation and government officials and a variety of other professionals with diverse backgrounds. The most recent convening welcomed 3468 participants with 95 sessions and 100% representation from all HBCUs.

HBCU Career and Recruitment Fair

Each year, the Initiative hosts an annual HBCU Career and Recruitment Fair for students, recent alumni, and other job seekers. Career fair objectives include Introducing HBCU students and alumni to career, fellowship, and internship opportunities; Encouraging stakeholders and external partners to recruit from HBCU talent; Serving as a forum that fosters public private partnerships to reinforce the impact HBCUs have on U.S. competitiveness and innovation; and fostering collaborations among participants, institutions, and students. In 2022, 154 companies participated in the career and recruitment fair. Seven hundred thirty-four attendees participated and 203 received job offers on the spot.



2024 CAREER FAIR DETAILS

The Initiative will host the 2024 Annual National HBCU Week Conference Career and Recruitment Fair on September 15, 2024, in Philadelphia, Pennsylvania. The career fair will welcome 500-800 in-person job seekers. This year's career fair theme is **Career Pathways and Economic Mobility**: advancing and maximizing programs, resources, and initiatives that support the recruitment of HBCU talent, human capital, and career advancement opportunities; with an underlying objective to identify and fill available opportunities on-site. This career fair will feature professional development sessions, direct hiring and recruitment opportunities grouped into the following paths of engagement:

- Career Services Supports (i.e., Wraparound Services)
- Career Pathways Development (Internships/Fellowships)
- Experiential Learning
- Workforce Development (Faculty Development Opportunities, Executive in Residence)
- Entrepreneurship
- Access and Affordability



Career Fair Session Proposal and General Hiring Proposal Process

The 2024 Career and Recruitment Fair will be a full day, in-person event held on Sunday, September 15, 2024. There are two ways in which federal agencies, private sector employers, educational associations, philanthropic or organizations can participate in this event: **(1) Host an informational session, (2) Participate our general recruitment and hiring efforts, or (3) Direct Hiring Opportunities.** Note: Organizations are not limited to just one option.

This document provides instructions for submitting session proposals and/or general hiring and recruitment information for consideration by the Initiative. **ALL proposals are due no later than 5:30 PM EST, Monday, April 1, 2024.** No late submissions will be accepted. See **Things to Do** for details.

Sessions may not sale, endorse or promote products and/or services. Proposals that do so, will be disqualified from consideration. All selected sessions will be on-site with a live in person audience.

Adherence to deadlines and complete identified tasks that will ensure smooth facilitation of the overall Conference program. Applying to one or more opportunities does not guarantee your acceptance into this event. The Initiative will determine in which capacity you can participate and will notify you of your selection status.

Interested in providing program content for the 2024 Annual National HBCU Week Conference Career and Recruitment Fair?

THINGS TO DO

- Identify **one** person with whom the Initiative's Conference Advisor can communicate regarding the proposal. (These persons will also serve as "**Career Fair Coordinator**" for the final program.)
- **Access the submission site at:** <https://forms.office.com/g/g6LG2uEMKg>.
- On Question #5, select Career Fair Session Proposal to submit a professional development workshop or breakout session during the Career and Recruitment Fair.
- To successfully align your session with the fair objectives, review the career fair paths of engagement mentioned in the Career Fair Details.
 - Career Fair session proposals should be interactive and informative. Avoid lectures, where possible. Repeat sessions from previous years will not be accepted.
 - Higher Education opportunities and programs should be **FREE** to prospective HBCU student and alumni candidates.
- Create a session synopsis. (Descriptions should be concise yet compelling, describing how the opportunity is immediately actionable, the importance of the opportunity to the offering entity, and how the opportunity will benefit the job seekers and workforce professionals.)
 - Remember: A session/workshop is a single (**45 minutes + 10-minute Q&A**) educational program designed to teach or introduce practical skills, techniques, or ideas.

If you are recommending an in-person training session, be sure to indicate (1) the number of hours/days needed (1-8 hours) to complete the training, (2) the minimum/maximum number of participants who can participate and (3) if completion leads to certificate or CEUs. Include this information in the **Additional Details** section.

Direct Hiring and Interviewing Opportunities

For those organizations with Direct Hiring & Interview Authority you will have the option to interview, in-process, and hiring directly during the Career Fair. Direct hiring Opportunities should be advertised on USA jobs or organization sites; this opportunity will be open to all conference attendees. If selected for direct hiring and interviewing, you will be provided the adequate conference space to conduct your interviewing. Note: the Initiative will not be solely responsible for the advertisement or collection of materials for direct hiring & interviewing, all matters will and should be handled by the participating organization.

General Hiring and Recruitment Opportunities

- General Hiring and Recruitment opportunities are separate from the career fair session opportunities mentioned above. General Hiring and Recruitment opportunities will be open to all conference attendees, employer vendors will be provided with a 6-foot table to recruit and provide general information regarding their vacancies and organization.
- Recruitment and Hiring opportunities should be paid and all opportunities should be ongoing opportunities or those that can be secured within 6 months of the conference date.
 - **Access the submission site at:** <https://forms.office.com/g/g6LG2uEMKg>.
 - On Question #5, select Career Fair Recruitment Employer Application to request an opportunity to recruit talent during the fair.