



COMMISSIONERS  
Jimmy Dimora  
Timothy F. Hagan  
Peter Lawson Jones



February 3, 2010

Dear Employer:

Polaris Career Center and the Board of Cuyahoga County Commissioners invite you to the **Polaris/Westshore Neighborhood Family Service Center Career Fair**, to be held on **Wednesday, March 31, 2010**, from 10:00 a.m. to 2:00 p.m., at Polaris Career Center, 7285 Old Oak Blvd, Middleburg Hts, Ohio, 44130. Career Fair 2010 is a collaborative effort between Polaris Career Center, Cuyahoga County Employment & Family Services, Westshore Neighborhood Family Service Center (NFSC) and Employment Connection.

The event will provide an important connection between employers, community organizations, and government agencies to work on developing a competitive, productive workforce and job candidates for Northeast Ohio companies. Career Fair 2010 will offer employers the opportunity to meet with more than 1,000 job seekers who are expected to attend the event.

We cordially invite you to attend the event and staff a table **at no charge to your company**. The **last day to register is February 26, 2010**. We encourage you to register early due to limited space. Please register online at [www.employment.cuyahogacounty.us](http://www.employment.cuyahogacounty.us).

**Polaris/Westshore Career Fair  
Wednesday March 31, 2010  
10:00 a.m. – 2:00 p.m.  
At Polaris Career Center  
7285 Old Oak Blvd  
Middleburg Hts, Ohio 44130**

Best practices to maximize your company's time at the Career Fair

- Have 2 people staffing the table
- Send a human resources representative or someone who hires employees
- Have a protocol for handling resumes
- Screen and interview people at the Career Fair; interview rooms can be made available, please reserve ahead of time by calling Chris Anderson at 440-891-7607
- Bring a list of positions that are available
- Bring ample materials due to high volume of job seekers

Set up will be from 8:00 a.m. – 9:30 a.m. Employers and program representatives will be provided with a continental breakfast during set up. There will be a short Welcome Program at 9:30 a.m. Lunch will be provided at noon. If you have questions, you can contact Tony Scheppe (Employment Connection) 216-664-3431 or Chris Anderson (Polaris) 440-891-7607.

Sincerely,



Bob Timmons  
Superintendent  
Polaris Career Center



Marlene Robinson-Statler  
Center Manager  
Westshore NFSC

The Career Fair is a collaborative effort between Polaris Career Center, Cuyahoga County Board of Commissioners, Employment & Family Services, Westshore NFSC, Employment Connection, City of Middleburg Hts, City of Brookpark, Middleburg Hts Chamber of Commerce, Berea School District and North Olmsted School District.



# POLARIS - WESTSHORE CAREER FAIR

Job Seekers  Employers

## A Good Fit

Dress To Interview

Bring Your Resume

Employers Ready To Hire

## Wednesday - March 31, 2010

10:00 a.m. to 2:00 p.m.

### Polaris Career Center

7285 Old Oak Blvd, Middleburg Hts, Ohio, 44130

(south of Bagley Road, behind Southwest General Hospital)

**For More Information Call:** Career Fair Information Line 216-987-7364 Westshore NFSC 216-939-2454

**To Register Online:** Job seekers visit: <http://www.employment.cuyahogacounty.us/>

Job seekers note: Pre-registration preferred for first admittance to the event.

Prior to the Career Fair, you can attend a free Resume and Job Readiness Workshop on Thursday, March 25th, 2010 from 1:00 p.m. to 3:30 p.m. or 5:00 p.m. to 7:30 p.m. at Polaris Career Center. Space is limited. To register for the Workshop, please call Chris Anderson at 440-891-7607 before Friday, March 19th.



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Sponsors

Cuyahoga County Board of Commissioners • Polaris Career Center • Employment & Family Services  
Westshore Neighborhood Family Service Center • Employment Connection