

This Way Onward: Back to School Hiring Activation

What is a Hiring Fair?

- Hiring Fairs are group interviews hosted by Old Navy and can be held virtually or in-person. These events have been known to have high conversion rates for hiring and resulting in jobs for teens.
- To drive hiring during the busy retail Back to School season, we are offering a **\$3,000 grant** for Clubs that participate in a Hiring Fair from 7/23-8/23.

Who can participate?

Teens 16+ who are ready to work and have applied or will apply for a Brand Associate position ahead of the Hiring Fair

What are the event requirements?

To qualify for the Club incentive, the event needs to have at least 3 participants 16+ who have applied for a position and are interviewing for a job.

What do we need to do to plan an event?

Review the Hiring Fair Framework and Hiring Fair How-to Below

How do I prepare teens for the event?

- Review the Hiring Fair Framework below.
- Teens should apply ahead of the event at <https://www.gapinc.com/en-us/this-way-onward> and make sure they note they are affiliated with Boys & Girls Clubs in Question 4 of the “Questions about Me” section of the application.

How do I get the incentives for the event?

- After you complete the event, fill out this form to receive \$3K for your Club!: <https://app.smartsheet.com/b/form/a1c575970dd74d1d99d23c77bbd677d9>
- Note: Teens are eligible for \$25 gift cards for submitting an application for a This Way Onward Brand Associate position, participating in this event or interviewing on their own, and also for getting hired and starting work.

I'm new to the program, how do I get more info?

- Check out our program page and program documents at bgca.net/thiswayonward
- Stay in touch by signing up for the [This Way Ahead Mailing List](#)
- For more info on incentives and how to apply, go to the [This Way ONward Incentives Guide](#)
- Reach out with questions to thiswayahead@bgca.org

THIS WAY ONward!

Virtual Hiring Fair

Key Players:

- Hiring Fair Lead: District Manager, District Community Leader, Talent Expert
- Support: Store Hiring Manager, Community Partner

Prep:

- Save the Date Calendar Invite sent by Lead Partner
 - Tap/Zoom link for meeting
- Community Partners
 - Youth should apply to their top choice store *in advance* via the [This Way ONward Careers Site](#)
 - Prep applicants for interviews
 - Ensure zoom calendar invites are accepted
- DM / Hiring Fair Lead
 - Ensure Interviewing Leaders are prepared w/questions + present on time

Part I: Quick Intros/Welcome (5 mins)

- Sound/Video check – encourage all participants to appear on video
- Old Navy leaders introduce themselves (Name and Store location)
- Create breakout rooms (recommended for events with more than 10 applicants)

Part II: Group Interviews (30 minutes)

- Now that you've gotten to know a little bit about us and our company, we'd like to get to know you better.
- Interview Questions
 - [Brand Associate Phone Interview Script](#)
 - [This Way Ahead Interview Guide](#)
- If applicable: provide an overview of any logistics if breakout rooms are used during the event.

Part III: Wrap-up (5 minutes)

- Thank you for participating in our virtual career fair today! We've really enjoyed getting to know you.
 - In terms of next steps, we will be in touch in the next 1 week to communicate the outcome of your interview
 - If we think you will be a good fit for the position, we will make a recommendation to the local store manager

- [Thank & dismiss candidates]

Part IV: Debrief (15 minutes, Old Navy & Community Partner only)

- Discuss each candidate and decide who should be recommended for Brand Associate positions
- Community Partner may capture feedback. It's important for youth to know where they did well and/or how Community Partners can help them improve.
- Make a recommendation about the store where they'd be the best fit (and based on staffing needs of the store and district)
- Job Code (00047) This Way ONward Hire
- Next Steps
 - Verify names of youth that will be offered positions.
 - Assign an Old Navy Leader or Regional Leader to submit candidates background checks through on Passport