

OPM 02-15

DATE: March 15, 2002

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: **State Agency Job Fair**

The Office of Personnel Management is sponsoring a "State Agency Job Fair" to be held from 9:00 a.m. to 4:00 p.m. on Tuesday, April 23, 2002, at Shepherd Mall, 2301 Villa Prom, in Oklahoma City. There will be no cost to agencies to participate in this career fair. Shepherd Mall has volunteered exhibit space to us at no cost, and the Office of Personnel Management will be covering the cost to rent tables and chairs.

The State Agency Job Fair held in June, 2001 was very successful. We attracted over 500 applicants who visited with the twenty-two agencies that participated. Approximately 50 applicants were also tested on-site.

We believe that the State Agency Job Fair is a very effective tool for reaching qualified applicants, and hope to attract as many or more than last year. OPM will again offer on-site testing for a few continuously open positions.

We are currently planning details of this event with the input of participating agencies. I invite you or your representative to attend our next planning session at OPM, to be held at 10:00 a.m. on Thursday, March 21, 2002, in Room B-84 of the Jim Thorpe Memorial Office Building, 2101 North Lincoln, in Oklahoma City.

Whether you can attend the planning session or not, we invite you to participate in the State Agency Job Fair. Please let us know as soon as possible if you will participate and what accommodations you will require for your booth or exhibit. Please contact:

Leann Morrow
Applicant Services
Office of Personnel Management
(405) 521-6342
E-Mail: leann.morrow@opm.state.ok.us

We look forward to seeing you at Shepherd Mall on April 23.