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SUPPORT TO JOB FAIRS & TRAINING EXPOS 2007

Rationale, Impacts and Lessons Learned:

- *The Jordan Job Fair & Training Expo- November 2007*
- *INJAZ link to Job City- December 2007*

March 24, 2008

This publication was produced for review by the United States Agency for International Development. It was prepared by Ms. Yasmine Al Zaben, Dr. Gwen El Sawi, and SABEQ Workforce Development Team in collaboration with Ms. Rania Abi Habib – IFP Jordan and Ms. Farah Jadallah, INJAZ.

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SUSTAINABLE ACHIEVEMENT OF BUSINESS EXPANSION AND QUALITY (SABEQ)

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AUTHORS: MS. YASMINE AL ZABEN, SABEQ; MS. RANIA ABI HABIB, IFP JORDAN; MS. FARAH JADALLAH, INJAZ; AND DR. GWEN EL SAWI, SABEQ

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7.3.5B.4.24 COORDINATION, TRAINING AND SUPPORT TO BUSINESS ASSOCIATIONS TO PARTICIPATE IN THE INJAZ JOB FAIR.

7.3.5B.4.25 COORDINATION, TRAINING AND SUPPORT TO BUSINESS ASSOCIATIONS TO PARTICIPATE IN THE JORDAN NATIONAL JOB FAIR AND EXPOSITION.

DISCLAIMER:

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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SECTION ONE

EXECUTIVE SUMMARY

Worldwide, job fairs are becoming a popular method for entry level recruiting and initial employee screening. For the corporate recruiter, they offer an opportunity to reach the highest possible number of prospects in the shortest possible time. For job seekers on the other hand, job fairs provide an opportunity to meet with multiple employers under one roof to learn more about companies, job and career opportunities, and participate in workplace preparation learning sessions.

In reviewing the workforce environment in Jordan, a number of factors emerge. According to the Ministry of Planning and International Cooperation, the job market is growing at a rate of approximately 16% or about 55,000 jobs per year. However, an Al Manar study¹ reports that 53% of those jobs are going to non-Jordanians. Employers express concern that they cannot find Jordanians to fill the available jobs. This is surprising, given the 2007 statistics about the labor supply: 26,000 highly skilled, multilingual students graduated from the Jordanian universities. An additional 13,000 youth entered the labor market. The Al Manar study warns that the largest cohort of young workers will enter the labor market over the next decade, with the peak occurring in 2011 when it is estimated that 43,000 youth will enter the job market--29,000 with college degrees. The bottom line is that there are many opportunities for employment for Jordanians and there is a tremendous need for greater public awareness of jobs and career opportunities within Jordan. Furthermore there is a need for systems to match employment opportunities with those who are skilled and ready to enter the workplace.

A major objective of the USAID funded SABEQ program is to increase the number of "jobs for Jordanians". There are several challenges to achieving this objective. An important one is providing new job entrants with access to employers and providing employers access to new job entrants. SABEQ partially funded two national job fairs in 2007 to support job matching venues. The first was the Ministry of Labour's National Job Fair 'The Jordan Job Fair and Training Expo 2007' (JJF 2007), November 13 -15, 2007 in Amman. The second was the INJAZ National Job Fair 'Link to Job City 2007' (LJC), December 12 -13, 2007 at Zara Expo, Hyatt, Amman. This report looks into the key results achieved by each of these job fairs, their impacts and lessons learned for regional and sector specific job fairs.

SUMMARY OF RESULTS

The JJF was championed by the Ministry of Labour and implemented by IFP Group, with major public relations and media support provided by USAID/SABEQ. JJF attracted nearly 15,000 participants and 70 nationally and internationally recognized companies, including four business associations directly recruited by USAID/SABEQ. The event provided employers with a platform to engage with job candidates including: final year undergraduates, postgraduate students, recent graduates and qualified professionals. The Ministry of Labour Regional Offices of Employment recruited participants and provided transportation to bring candidates from throughout the Kingdom to the job fair. This job fair generated 358 job matches (as confirmed by the Ministry of Labour three months after the event).

The INJAZ 'Link to Job City 2007' job fair attracted more than 15,000 Job seekers and fresh graduates from all around Jordan. USAID/SABEQ provided exhibition space for 6 business associations. To date, INJAZ has not been able to quantify the number of jobs generated; highlighting the need for effective monitoring, evaluation, and follow-up for future job fairs.

Both of these events were not only considered to be the largest in Jordan, but the largest in the region. The extensive public relations campaigns raised the awareness level of the

¹ Al Manar Project under the National Centre for Human Resources Development in cooperation with International Consultants to the Department of Statistics and the World Bank. (2007). "Labour Market Conditions in Jordan"

general public as well as that of job seekers to the opportunities available in companies operating in Jordan.

The table below provides a summary of key indicators for each of the job fairs.

Table 1.

Summary of key indicators of the Jordan Job Fair and Training Expo 2007, and INJAZ Link to Job City 2007

	JJF 2007	LJC	Total
Funds supplied by SABEQ (JD)	JOD 45,000	JOD 3,000	JOD 48,000
Number of participants	15,000	15,000	30,000
Number of SABEQ business associations exhibiting or engaged	4	6	10
Number of private sector companies	70	105	175
Number of trainees	380	1101	1481
Number of successful job matches - direct	358	N/A	
Estimate of additional anticipated job matches	500	500	1000
Media outreach (persons reached by the media campaign)	5,457,000	N/A	N/A

LESSONS LEARNED

- Job Fairs are primarily about matching job seekers with job opportunities and should also provide opportunities to:
 - raise public awareness of jobs and career opportunities;
 - develop job seeking skills (CV clinics, interview techniques);
 - develop workplace skills and personal development, i.e., leadership, time management, and entrepreneurship; and
 - promote job vacancies.
- Many people look for jobs without adequate knowledge of job opportunities, career tracks in different occupations, or how to "market" themselves in the job market.
- Monitoring and evaluation need to be incorporated at the planning stage to capture results.
- Workshops need to be heavily promoted.
- Media outreach is very important to attract employers as well as job seekers.
- Collaboration is needed from: MoL Employment Offices, the private sector, universities and colleges, public officials, and community based volunteers to help in the operational flow of a job fair.

RECOMMENDATIONS

The objectives of future job fairs supported by USAID through SABEQ will be to:

1. **Match jobs and job seekers** by providing a venue for employers and job seekers to meet, interview, and match skills and interests to job vacancies, on the spot and after the event;
2. **Build job seeking and interviewing skills** for job seekers and job recruiters through interactive workshops;
3. **Build the capacity of regional and local Ministry of Labor Employment Offices** through training of trainers and "learn by doing" engagements and partnerships to assist in implementation;
4. **Improve the capacity of exhibitors** to effectively use the job fair venue as part of their employee recruitment system;
5. **Increase public perception of the dignity and value of work** by using creative tools (e.g. interactive theater performances); and
6. **Create awareness of available job opportunities** by providing opportunities for job seekers to interact with private sector employers.

OPERATIONAL RECOMMENDATIONS

- Build the job fair around a theme, as the INJAZ job fair did.
- Begin the media campaign well in advance.
- Schedule the job fair to include one weekend day to maximize attendance of students and current job holders.
- Hold job fairs in regional locations that are coordinated with the Ministry of Labour Offices of Employment, governmental organizations, as well as the private sector and NGOs.
- Incorporate monitoring and evaluation tools for exhibitors, job seekers, and workshop presentors that measure impact and results.
- Organize exhibits for ease of traffic by placing similar sectors in the same areas.
- Provide a central listing of job vacancies as well as individual company vacancies.
- Use staff and/or volunteers to guide job seekers through the job fair; especially during peak traffic times.
- Promote participation in workshops with: signs to the area where workshops are conducted; announcements; and pre-arrival online sign up (if deemed practical).
- Use online registration for participants to streamline the registrations.
- Develop a 'Job Fair Manual of Operations' to cover all aspects of organizing and operating an effective job fair.

The following sections more specifically describe each of the 2007 job fairs. USAID/SABEQ engagement with these two national level job fairs highlighted the massive number of job seekers and their need for assistance in preparing for job interviews with potential employers. Experience also suggested the need for additional work with the private sector to help them more effectively use job fairs as a venue for recruiting employees. Furthermore, results indicated the need to incorporate results monitoring as an integral part of the planning and operations. Overall, the IFP Job fair needed help in the area of workshop participation but was relatively effective in reporting results. The INJAZ job fair was very effective in getting workshop participation but needed help in getting results data from exhibitors and participants.

SECTION TWO

JORDAN JOB FAIR & TRAINING EXPO 2007

BACKGROUND & OBJECTIVES

USAID through SABEQ was approached by the Ministry of Labour to support the first national job fair for Jordan. SABEQ responded to this request in line with its goals and objectives of creating jobs for Jordanians. Support included funding the advertising costs for the event (approximately US\$ 60,000) and the participation of four business associations (Int@J, Architects and Engineers Business Council, Jordan Exporters Association and Jordan Stone and Marble Manufacturers and Exporters Association) in the fair by providing each with 12m² booth space.

The Jordan Job Fair and Training Expo 2007, held at the Amman Exhibitions Park November 13 -15, 2007, provided an authentic opportunity for job matching. The fair hosted a wide range of nationally and internationally recognized companies and a good number of highly-qualified candidates. The event provided employers with a platform to engage with final year undergraduates, postgraduate students, recent graduates, qualified professionals, and job seekers with work experience.

OUTPUTS

SUMMARY OF RESULTS

- The Jordan Job Fair & Training Expo 2007 was held under the patronage of her Majesty Queen Rania Al Abdullah--in cooperation with the Ministry of Labour, USAID through SABEQ, and Maharat.
- The job fair was inaugurated by His Excellency Mr. Bassem Khalil Al Salem, the Minister of Labour. U.S Ambassador to Jordan H.E Mr. David Hale, USAID Deputy Mission Director, Ms. Dana Mansouri, and USAID Office of Economic Growth Officers: Mr. Steve Gonyea, Office Director; Mr. Jamal Al Jabri, Ms. Maha Mousa, Ms. Cybill Sigler also attended the opening along with Mr. Rodrigo Ortiz Chief of Party of SABEQ and Ms. Carol Swan, Deputy COP of SABEQ.
- The job fair attracted seventy local and regional exhibitors including exhibitors from Lebanon, Saudi Arabia, United Arab Emirates and Kuwait.
- In addition to attracting top private sector companies from Jordan and the region, exhibitors also included service providers such as: eight employment advisory services, recruitment and training firms; six governmental departments and agencies, ten Universities, five NGO's and Associations, and two online recruitment agencies.
- The fair benefited from a comprehensive publicity campaign funded by USAID through SABEQ. The campaign was designed to: raise awareness on the importance of such a national event; maximize visitors' attendance and ensure the attendance of the key players in the public and private sectors as well as academia. The total media penetration rate of the campaign was estimated to be 5,457,000 persons.

- The fair drew 15,000 visitors including final year undergraduates, postgraduate students, recent graduates and qualified professionals.
- A series of professional seminars and workshops were organized concurrently with the event (Appendix 2) where around 380 participants participated in 18 training sessions.
- Over 40,000 resumes were circulated during the job fair.
- To date, 358 individuals have been hired as a result of the job fair. However; additional hires may result, given the standard length of time between recruitment and hiring.
- The total exhibition space was 4,400 m².

SURVEY RESULTS

About the Survey

To measure the show's efficiency in attracting Jordanian job seekers and matching them with the top recruiting companies a short questionnaire (Appendix 5) was distributed to exhibitors at the end of the fair. The survey questions aimed to:

- Assess exhibitors' perceptions of the quality of attendees (qualifications, education, competencies, experience, skills, degrees, etc.);
- Measure the number of successful job matches;
- Measure job opportunities with job seekers' skills and experiences; and
- Evaluate the overall operation of the job fair.

The overall responses to the questionnaires were positive, confirming that the job fair reached its target and benefited both exhibitors and job seekers.

Job Matching Results

The next table reflects the number of successful job matches (358 matches) achieved by individual companies as a result of the job fair. As noted earlier, this is not the final number of job matches achieved by the activity. Many of the companies contacted provided information that they were still in the recruitment process.

Table 2.
Job Matching Results JJF 2007 Disaggregated by company

Company Name	Number of Recruits
A/E Business Council	2
Al Manar Construction Company	4
Arab Medical Center	2
ARAMEX	20
Ashour Company for Manufacturing & Training	3
Azadea Group	10
Carrefour	15
Consolidated Consultants	2
DHL	10
Durat Al Qasem	4
Elba House	22
Ernst & Young	3
ESKADENIA SOFTWARE SOLUTIONS	2
Essence Software	15
FedEx	5
Global Investment House - Jordan	2
Jo Stone	2
Jordan Cables Company	2
Jordan Carbonate Company	1
Maani Group	1
Middle East Center for Engineering Manufacturing	27
Mohammad Abu Eisha Company	3
Naycom s.a.l.	2
Newage Garments	1
Orange	3
Rihan Company	10
Riyadh Exhibitions Company	1
SAFEWAY	124
Sanaya ME	3
Sayegh Group	30
Talal Abu Ghazaleh Organization	5
The Arab Bank	10
The Arab Investment Bank	5
The Jordan Company for Hotel and Tourism Training	4
Umniah	2

Yellow Pages	1
Total	358

Exhibitor Perception Results (Employers)

Most exhibitor booths were visited by more than 500 job seekers (between 501 and 1000 job seekers). Among those visiting exhibitor booths, 42% were perceived to have average qualifications, while 36% had good qualifications and only 16% did not meet exhibitors' needs.

Figure 1. Number of visitors at the exhibits

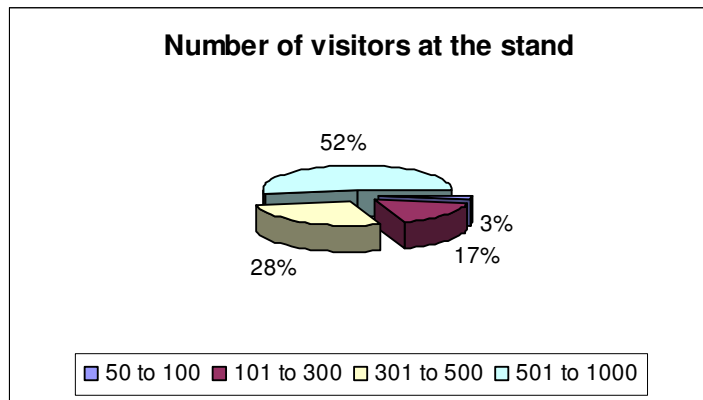


Figure 2. Perception of level of candidates

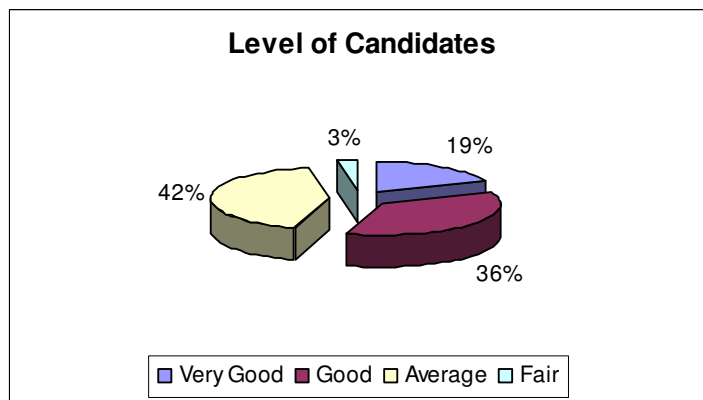
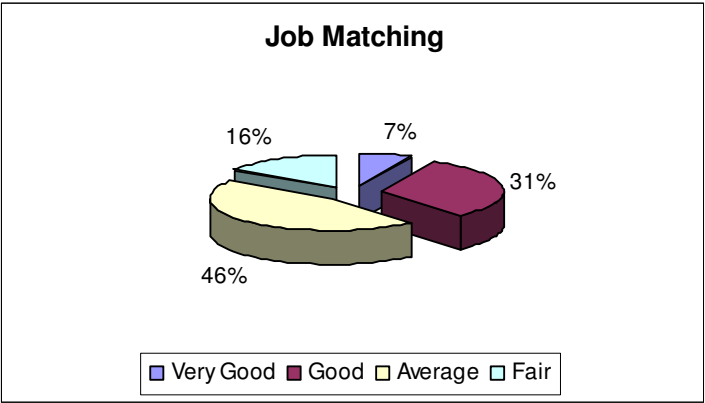


Figure 3. Job matching opportunities



Overall Results of the Job Fair

The charts below illustrate the overall positive public reaction to the job fair. Public reaction indicated the job fair was instrumental in promoting companies, attracting good talent, and bringing together employers and job seekers.

Figure 4. Overall evaluation of JJF 2007

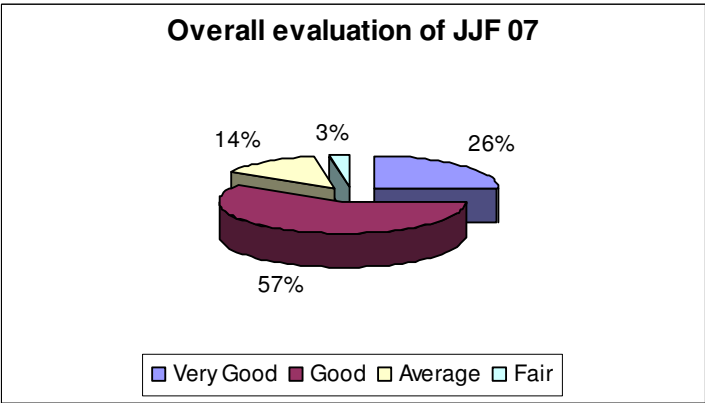
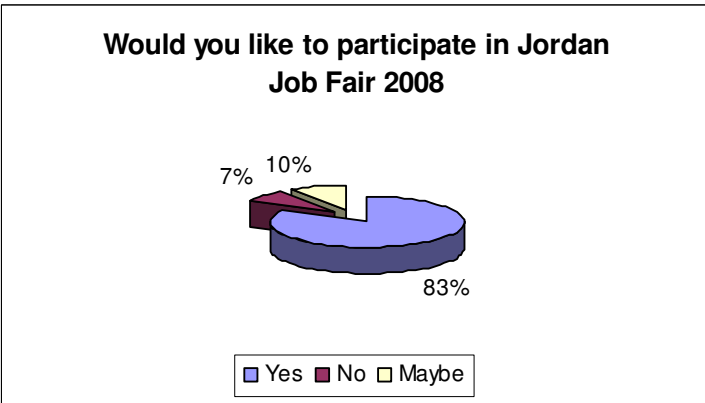


Figure 5. Likeliness to participate in JJF 2008



TRAINING RESULTS

A total of 18 training sessions were conducted during the three day event with a total of 380 attendees at the training sessions.

MAHARAT (a USAID funded project) organized six presentations (Appendix 2a) for job seekers that were conducted by employers and career guidance counselors. The sessions were attended by 180 participants.

Topics covered included:

- Preparing for an interview
- Workplace ethics
- Communication skills necessary for today's business world

IFP and USAID through SABEQ organized 12 additional presentations (Appendix 2b) attended by approximately 200 participants.

Topics covered included:

- Preparing a CV
- Job interview skills
- Workforce competencies & skills needed in the IT Industry
- How to apply for a job online

OTHER IMPACTS

The first Jordan Job Fair and Training Expo was successful despite the short three month preparation period. It attracted thousands of job seekers looking for internships, job placements, and work experience. The positive impact of the fair can be measured by the large demand for participation expressed by many Jordanian and regional companies for the 2008 event.

For job seekers, the job fair provided a wide range of opportunities including:

- Applying for jobs;
- Finding out which companies are recruiting for what types of jobs;
- Researching career opportunities; and
- A better understanding of the skills and competencies required to compete in the job market.

LESSONS LEARNED

The following are specific suggestions to improve the 2008 fair:

- **Event theme:** separate the employment area from the education and training area to help exhibitors reach their target audience more easily;
- **Floor plan:** allocate the exhibit space by sectors and fields of expertise to facilitate the search process for job seekers;
- **Event timing:** hold one of the event days on a week-end to maximize attendance by already employed and experienced job seekers;
- **Online registration:** promote online registration to obtain job seeker profiles before the event opening to ensure the job fair is reaching the target audience;
- **International participation:** improve participation of international exhibitors;

- **Ushers and career counsellors:** employ ushers and professional career counsellors to guide visitors through the fair;
- **Clinics:** organize professional clinics to give job seekers the advice and how-to information they need to land the jobs they are looking for;
- **Booth panels:** display panels on all booths listing the exhibitors' job openings;
- **Briefing of exhibitors:** organize a pre-fair training session for exhibitors to advise them on how to maximize their benefits from the job fair through attractively introducing their jobs, training, and career opportunities;
- **Attract more exhibitors from:** training and capacity building organizations;
- **Tips for job seekers:** include useful tips for job seekers on the back of the fair's promotional flyer; and
- **Bilingual materials** (including show catalogue): prepare job fair materials in Arabic as well as English.

SUMMARY

The Jordan Job Fair & Training Expo was a successful effort toward solving the problem of unemployment in Jordan. It also highlighted the efforts of hundreds of private companies and public institutions that endeavoured to provide a wide range of Jordanians with the opportunity to find and retain jobs.

The second Jordan Job Fair & Training Expo 2008 will be held from June 24-26, 2008 with the support of the Ministry of Labour, and is expected to attract double the number of exhibitors from the previous year, with 150 estimated exhibitors from Jordan and the region.

SECTION THREE

INJAZ LINK2JOB CITY 2007

BACKGROUND & OBJECTIVES

The INJAZ 'Link to Job City 2007' job fair, held December 12-13, 2007, attracted more than 15,000 job seekers and fresh graduates from all around Jordan. Unlike other job fairs in the region, 'Link to Job City 2007' used a 'themed' approach to introduce job seekers to the business environment. This year's theme was a city with each area of the city representing a job seeking function.

Mind Training Gym: The sponsoring firm used “Fitness comes from within” to introduce students to things they need to keep in mind to become more successful in their professional life. Professional development workshops were conducted in the “gym” by 15 trainers from different backgrounds. 1,101 Job seekers benefited from these trainings sessions.

Post Office: Inspired by its name, the Post Office area served as a communication point (for CV's from job seekers and vacancies from employers).

The Bank: In this area, students and budding entrepreneurs came to pitch possible project and business ideas and get feedback on what would be needed to help turn ideas into reality.

Downtown and Uptown: “Downtown” and “Uptown” are the areas where all companies presented opportunities, products and services to graduates and job seekers. It was the main exhibition area and covered two floors (Appendix 3).

CV Clinic and Digital Library: In this area job seekers headed to the CV Clinic to meet with HR representatives from different sectors to review their CVs and assist them in making necessary amendments. Later, Job seekers headed to assigned computers (*free internet access, computers and printers were provided by Orange*) in the hall where they edited their CVs and headed back to the Exhibition Halls A and B to continue their journey to find the perfect job.

Food Court: Company representatives and job seekers took a break to enjoy a meal and some small talk.

Media Town: Media partners (TV-Radio-Newspapers) were present to conduct live interviews with job seekers and make announcements regarding the vacancies available.

The USAID funded SABEQ program supported this event by funding the exhibits of 6 partner business associations that listed job vacancies among their member firms to match with job seekers. Although our participation was limited, the results of this event provided significant insight into job fairs and job matching forums.

OUTPUTS

SUMMARY OF RESULTS

- Link to Job City 2007 was held under the Patronage of His Excellency the Prime Minister, Mr. Nader Al-Dhabi, and was attended by His Excellency the Minister of Labor, Mr. Bassem Al-Salem and the US Ambassador to Jordan, His Excellency Mr. David Hale.
- Link2Job City 2007 took place at Zara Expo/Grand Hyatt Amman, from 10.00 am-9.00 pm December 12-13, 2007. The building was divided into seven floors, with each floor representing a certain area of the Job Fair.
- An opening play was performed by INJAZ students highlighting the features of the job fair and briefing the audience on the different areas located throughout the building.
- The fair attracted 105 exhibitors from different sectors, with a total of **1,929** Job vacancies available to job seekers.
- Job Fair exhibitors were able to choose from among 5 different fees and benefits packages. They were: **Main Sponsorship**, **Co-Main Sponsorship**, **Area Sponsorship** (Gym, Food Court, Bank and Post Office), **Regular Participation**, and **Media Partnership**.
- A Job Fair orientation session was conducted for the participating companies to introduce them to the concept of job fairs and to ensure their active participation.
- The job fair was attended by **15,000** people from all over Jordan.
- The large number of attendees can be attributed to an extensive PR and marketing campaign. This included phone calls, radio and print ads, posters, banners, online line advertising, and information booths at three of Jordan's largest shopping malls.
- **1,101** attended **18** training sessions. (Appendix 4)
- **600** people used the services of the CV clinic.
- The exact number of successful job matches is still unavailable due to lengthy recruitment processes.

APPENDIX 1

LIST OF PARTICIPATING COMPANIES AT JJF2007

Company Name	City	country	Products profile
A/E Business Council	Amman	Jordan	
Akhtaboot	Amman	Jordan	Recruitment Agencies and Headhunters,
Al Rajhi Cement	Amman	Jordan	Manufacturers,
Al-Balqa' Applied University	Al-Salt	Jordan	Universities,
Alliance	Amman	Jordan	Training Centers, Management Training Institutions,
Aqaba Development Corporation	Aqaba	Jordan	Governmental Organizations and Institutions,
Aqaba Special Economic Zone Authority	Aqaba	Jordan	Governmental Organizations and Institutions,
Arab Bank	Amman	Jordan	Banks,
Aramex	Amman	Jordan	Courier Companies,
Azadea Group	Amman	Jordan	Wholesale / Retail Companies,
Bank of Jordan	Amman	Jordan	Language Learning Centers, Education Supportive Banks, Higher Education Institutions, Training Centers, Banks, Postgraduate Programs, Universities,
Bayt.com	Amman	Jordan	Recruitment Agencies and Headhunters,
Capital Bank of Jordan	Amman	Jordan	Banks,
Comprehensive Leasing Company	Amman	Jordan	Management Training Institutions, Universities, Auditing and Finance Companies,
Consolidated Consultants	Amman	Jordan	
DHL Express	Amman	Jordan	Shipping / Freight Forward Companies, Airline Companies, Courier Companies, Transportation Companies,
EDGO	Amman	Jordan	Oil and Gas Companies,
Ernst & Young	Amman	Jordan	Auditing and Finance Companies,
Essence Software	Amman	Jordan	
FedEx	Amman	Jordan	Courier Companies,

German Jordanian University	Amman	Jordan	Universities,
Global Investment House - Jordan	Amman	Jordan	
Gulf Cables & Multi Industries Co.	Mafrag	Jordan	Open Universities, Polytechnics, Vocational and Training Institutions, Higher Education Institutions, Manufacturers, Universities, Technical & professional educational Institutes,
INT@J	Amman	Jordan	Non Governmental Organizations,
Irbid Private University	Irbid	Jordan	Universities,
Jerash Private University	Jerash	Jordan	Universities,
Jordan Applied University College of Hospitality and Tourism	Amman	Jordan	Universities,
Jordan Exporters Association	Amman	Jordan	Associations, Syndicates and Professional Orders, Manufacturers,
Jordan Job Opportunities Bureau (JOB)	Amman	Jordan	Recruitment Agencies and Headhunters,
Jordan University of Science and Technology	Irbid	Jordan	Universities,
Jordanian Investment & Supply Co. - Safeway	Amman	Jordan	
Jostone	Amman	Jordan	Associations, Syndicates and Professional Orders, Construction Companies, Non Governmental Organizations,
King Abdullah II Design & Development Bureau (KADDB)	Amman	Jordan	Army Institutions, Manufacturers, Governmental Organizations and Institutions, Ministries and Municipalities,
Maani Group	Amman	Jordan	Manufacturers,
Maharat Internship Program	Amman	Jordan	
Ministry of Labour	Amman	Jordan	
Mutah University	Al Karak	Jordan	Universities,
National Employment Center	Amman	Jordan	Governmental Organizations and Institutions,
National Training & Employment Project	Amman	Jordan	Governmental Organizations and Institutions, Ministries and Municipalities,
Nestle Jordan Trading Co.	Amman	Jordan	Wholesale / Retail Companies,
Nuqul Group	Amman	Jordan	Manufacturers, Construction Companies, Real Estate Companies,
On Campus	Amman	Jordan	

Orange	Amman	Jordan	Telecom Companies,
Petra Travel & Tourism Co.	Amman	Jordan	Travel Agencies,
Philadelphia University	0	Jordan	Universities,
Riyadh Recruitment Company	Amman	Jordan	Recruitment Agencies and Headhunters,
SAE Institute Amman	Amman	Jordan	Vocational and Training Institutions,
Saraya Development Group	Amman	Jordan	Real Estate Companies,
Seagulls Media Services	Amman	Jordan	
Tafila Technical University	Tafila	Jordan	Universities,
			Marketing & Advertising Companies, Language Learning Centers, Travel & Tourism Institution, Shipping / Freight Forward Companies, Education Tools & Scientific Equipment Companies, Cultural & Educational Centers, Higher Education Institutions, Training Centers, Hotel and Restaurants, Manufacturers, Oil and Gas Companies, Banks, Hospitals, Academic Publishers, Travel Agencies, Wholesale / Retail Companies, Distance Education Providers, Insurance Companies, Real Estate Companies, International Education Consultants, Educational Resource Providers, Management Training Institutions, Postgraduate Programs, Airline Companies, Courier Companies, Non Governmental Organizations, Governmental Organizations and Institutions, Recruitment Agencies and Headhunters, Ministries and Municipalities, Auditing and Finance Companies, Media Agencies, Transportation Companies,
Talal Abu Ghazaleh Organization	Amman	Jordan	
The American Chamber of Commerce in Jordan	Amman	Jordan	Non Governmental Organizations,
The Vocational Training Corporation	Amman	Jordan	Governmental Organizations and Institutions,
TNT Express Worldwide - Jordan	Amman	Jordan	Courier Companies,
Umniah	Amman	Jordan	Telecom Companies,

Yellow Pages Jordan	Amman	Jordan	Media Agencies,
Zahi Darwazeh Co.	Amman	Jordan	
Zain	Amman	Jordan	
Zarqa Private University	Zarqa	Jordan	Universities,
Naycom S.A.L	Beirut	Lebanon	
Riyadh Exhibition Co. Ltd.	Riyadh	Saudi Arabia	
Aluminium & Light Ind. Co. Ltd.	Sharjah	United Arab Emirates	Manufacturers, Construction Companies,

APPENDIX 2A

MAHARAT WORKSHOPS

	3 p.m. - 5p.m.	5 p.m. - 7 p.m.
Tuesday 13 November	Positive thinking Better business	Values and mastery Samar Dudin
Wednesday 14 November	Interviewing skills Better business	PR essentials for today's business world Nasef Khoury
Thursday 15 November	PR essentials for today's business world Nasef Khoury	Business ethics Better business

APPENDIX 2B

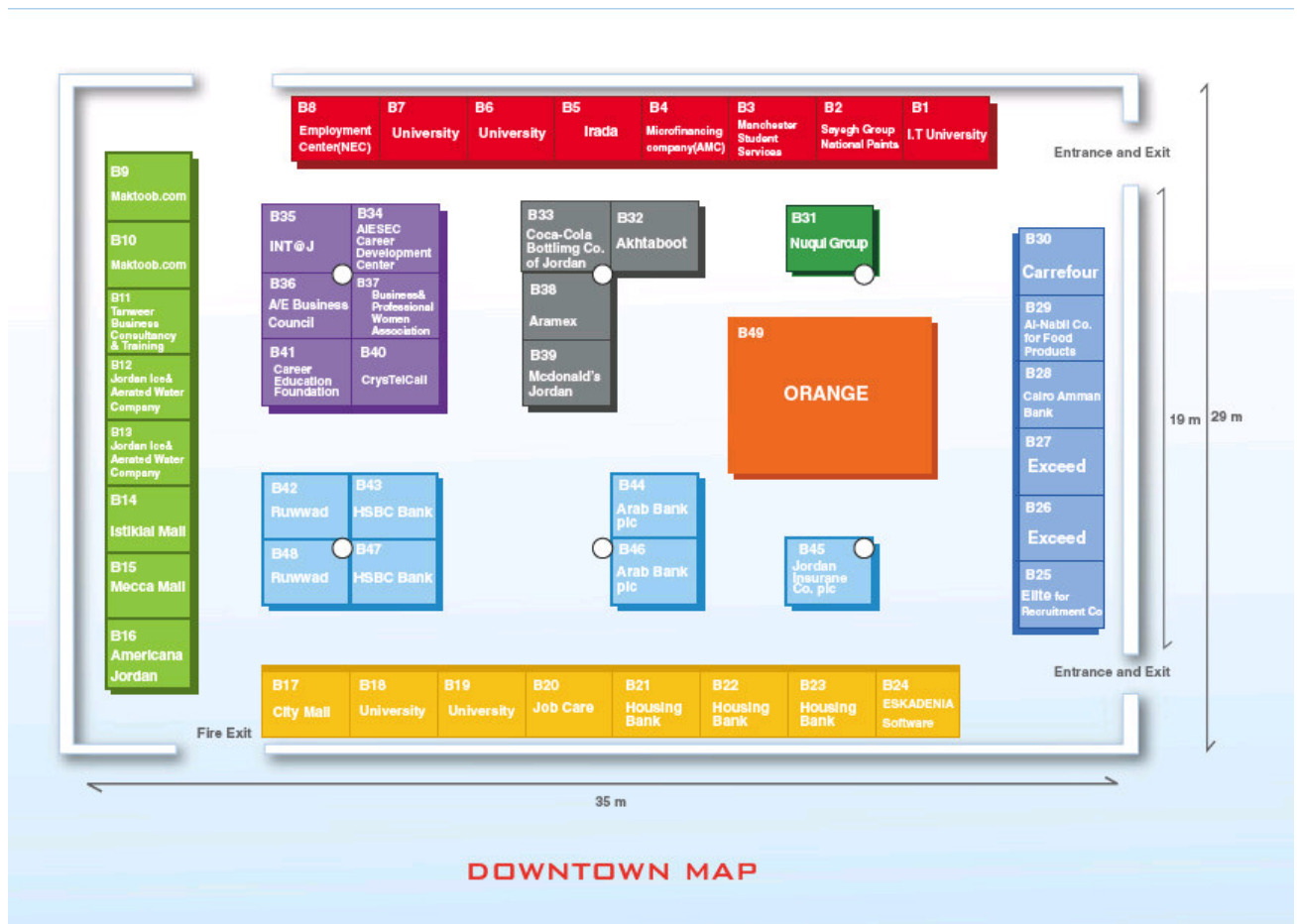
IFP AND SABEQ WORKSHOPS

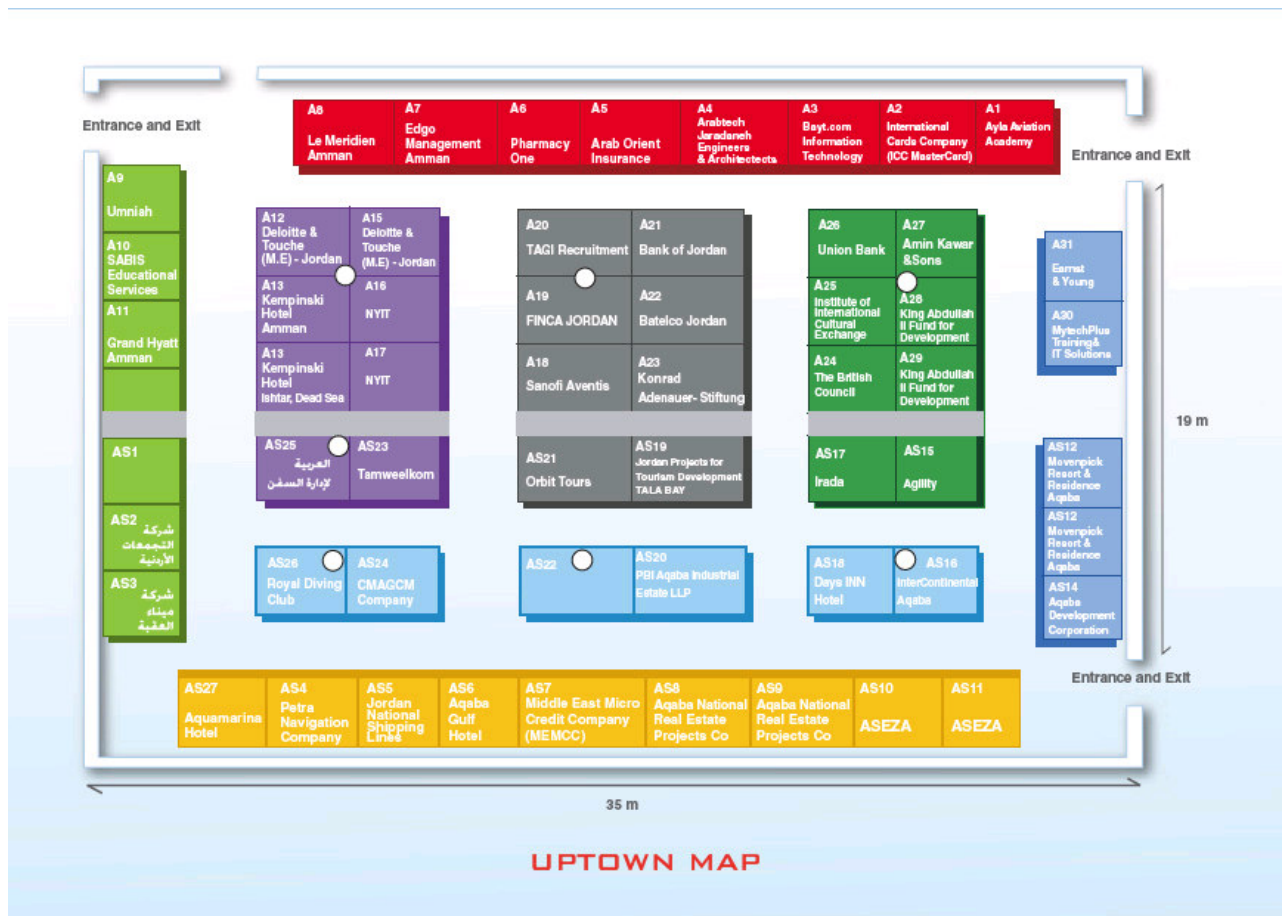
	1 p.m. - 2 p.m.	2 p.m. - 4 p.m.	4 p.m. - 6 p.m.	6 p.m. - 8 p.m.
Tuesday 13 November	Architects & Engineers Business Council Mission, vision and objectives. Members and membership benefits. <u>(Shifted from 2-3 PM) due to HMQ opening ceremony</u>	National Employment Center Preparing a CV. Passing a job interview	Social Security Corporation	Bayt Launch of a new recruitment service
Wednesday 14 November	<u>INT@J Workforce competencies & skills needed in the IT Industry</u>	National Employment Center Preparing a CV. Passing a job interview	ADC- ASEZA	Arab Bank
Thursday 15 November	Business and Professional Women- Amman Women empowerment with a focus on the energy center initiative and its projects	Technical Training Fund	National Employment Center Preparing a CV. Passing a job interview	Jordan Career Education Foundation

APPENDIX 3

LIST OF PARTICIPATING COMPANIES AT INJAZ LJC 2007

In addition to the downtown and uptown maps, companies and organizations like Save the Children, LINA Creative And Development Group, Hilti Group, Royal Jordanian, 8.bits, Akhtaboot, YEA, Istiklal Mall, City Mall, Mecca Mall and Jordan Kuwaiti Bank in addition to the media partners, Al-Dustour, Mazaj FM, Watan TV, Seven Stars TV and Play 99.6 participated at INJAZ LJC 2007.





APPENDIX 4

LIST OF TRAINING SESSIONS AT INJAZ LJC 2007



MIND TRAINING GYM
TRAINING SCHEDULE

WEDNESDAY 12/12/2007

TIME	SUBJECT	TRAINER
12.30-1.30	CV AND INTERVIEWING SKILLS	IRADA- MS. ALIA KABARITI
2.00-3.00	THE IMPRESSION OF INCREASE	OPTIMIZA- MR. NIDAL BITAR
3.30-4.30	PARADIGM SHIFT AND SUCCESS	NUQUL GROUP- DR. TAREQ ABU GHAZALEH
5.00-6.00	POSITIVE THINKING	MS. RUBA NAZER
6.30-7.30	TIME MANAGEMENT	BETTER BUSINESS
8.00-9.00	PRESENTING YOUR SELF	BETTER BUSINESS

THURSDAY 13/12/2007

TIME	SUBJECT	TRAINER
9.30-10.30	WORKPLACE SUCCESS	JCEF- MR. FREDRICK TIEDEMANN
11.00-12.00	EVERY WOMAN IS WONDERWOMAN! WOMEN IN THE WORKFORCE	YEA PANEL
12.30-1.30	GOOD EMPLOYEES, BAD HABITS	ESKADENIA SOFTWARE- MRS. DOHA ABDELKHALEQ
2.00-3.00	OVERCOMING OBJECTIONS	ITQAN- MR. ABDEL KAREEM AL-OTAIBI
3.30-4.30	WORK ENVIRONMENT	AL TOOR- ENS. MOHAMMAD AL JAZY
5.00-6.00	POSITIVE THINKING	BETTER BUSINESS
6.30-7.30	TIME MANAGEMENT	BETTER BUSINESS
8.00-9.00	MOTIVATING PEOPLE	AL-DASTOUR- MR. MOHAMMAD AL-SHANTI



INJAZ

APPENDIX 5

JJF EMPLOYER QUESTIONNAIRE

IFP Jordan

وزارة العمل
نفتخر بالعمل معاً

المشاركين

إسم الشركة: شركة ارفك للخدمات الصحية
العنوان: دادي محطة
تلفون: ٤٦٨٦٧٨١ فاكس: ٤٦٨٦٧٨٢
البريد الإلكتروني: info@arfa.com.jo

طبيعة مؤهلات الباحثين الذين زاروا الجناح الخاص بكم:

مقبول	متوسط	جيد	جيد جداً
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

كم عدد الباحثين عن عمل زاروا الجناح الخاص بكم:

<input type="checkbox"/> 101 إلى 300	<input type="checkbox"/> 50 إلى 100
<input checked="" type="checkbox"/> 501 إلى 1000	<input type="checkbox"/> 301 إلى 500

مدى توافق الباحثين عن عمل وفرص العمل المقدمة من خلال شركتكم

مقبول	متوسط	جيد	جيد جداً
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

كم عدد الباحثين عن عمل الذين تم توظيفهم لدى شركتكم: Still screening CV

كم عدد فرص العمل المتوفرة لدى شركتكم: numerous

كم عدد الشواغر (عدد الأشخاص المطلوبين) المتوفرة لدى شركتكم: Various

كم عدد المرشحين للقبول في فرص العمل المقدمة من خلالكم: Various

هل ترغب بالمشاركة بمعرض الأردن للوظائف والتدريب 2008

☐ لا

☒ نعم

المساحة المطلوبة	متر مربع

أي اقتراحات أخرى لتحسين المعرض في المستقبل

It would be good to have more Control on the Floor during the Event.

بكلمات موجزة الرجاء إبداء رأيك العام بمعرض الأردن للوظائف والتدريب

I think It was a Successful Event.

Good Job!

الإسم: Haya Shawaq (IT)

الصفة الوظيفية: office Manager

G.M. offic.

Zona Investment Holding Co.

تنظيم المعرض

الرجاء إبداء الرأي فيما يلي:

الخدمات التي قدمتها إدارة المعرض

مقبول	متوسط	جيد	جيد جداً
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

تصميم الموقع والجناح الخاص بشركتكم

مقبول	متوسط	جيد	جيد جداً
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

خدمة الكافيتيريا

مقبول	متوسط	جيد	جيد جداً
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

التقييم الكلي للمعرض

مقبول	متوسط	جيد	جيد جداً
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Sustainable Achievement of Business Expansion and Quality (SABEQ)

BearingPoint, Inc.

Salem Center, Sequleyah Street, Al-Rabiyeh

Amman, 11194 Jordan

Phone: + 962-6 550-3050

Web address: <http://www.SABEQ-Jordan.org>