



**Oncology Nursing
Society**

Career Fair Toolkit

Participating in a Local Career Fair

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Links to Additional Toolkit Resources

- [Chapter Flyer Template](#)
- [Chapter Community Website Handbook](#)
- [Membership Application](#)

Success Metric: Career Fair

This toolkit provides information on the *Career Fair* success metric. To complete this metric, your chapter must participate in a local career fair.

What Is a Career Fair?

A career fair is an event where professionals and organizations come together to provide information about career opportunities, share industry insights, and network with job seekers or students interested in specific fields. These fairs offer a platform for nurses to educate others about the critical role of oncology specialists in healthcare, build professional relationships, and inspire future generations to pursue careers in oncology nursing.

Finding Career Fairs

Chapters can identify potential career fairs by reaching out to organizations and venues that frequently host such events. This includes collaborating with local schools of nursing or hospitals to inquire about upcoming fairs where oncology-focused booths could be featured. Networking with nonprofit organizations dedicated to cancer awareness or corporate wellness programs may provide additional opportunities.

Schools of nursing are generally the best place to find career fair opportunities that would be most relevant to oncology nursing. To find accredited schools of nursing near you, please use the search feature on the Commission on Collegiate Nursing Education's website:

<https://directory.ccncommunity.org/reports/accprog.asp>

Participating in a Career Fair

Venue

In general, a third party will host career fairs in a venue that they have arranged. Volunteers should identify the location of the event ahead of time and research available parking options nearby. If parking information is not provided by the venue, contacting the organizer for detailed instructions is recommended. Volunteers are encouraged to bring contact information for the event organizer in case they encounter unforeseen challenges.

Please note that many hosts may charge a fee for participation; it is an acceptable use of funds to cover this cost.

Promotional Materials

ONS has a variety of promotional materials geared toward student members; your chapter is welcome to print these resources and making them available to non-members. This includes information on the ONS Cancer Basics™ course, which is free to student members. As a reminder, student membership to ONS is free for prelicensure students; this also includes one free chapter membership.

You can access current printable promotional items on the [Printable Materials](#) tab of the Chapter Leaders Community.

Career Fair Table

Your chapter will more than likely be provided with a standard table or space as part of your career fair participation. When setting up the table, creating an inviting and professional appearance is essential for drawing in attendees. Consider purchasing a branded tablecloth featuring your chapter logo. Arranging the table neatly with relevant materials and signage will make it more approachable.

Handouts are critical to the success of your table; they provide attendees with tangible resources to take home and review at their convenience. Consider including flyers, pamphlets, or brochures that detail your chapter's goals, membership benefits, and educational opportunities, such as the ONS Cancer Basics course. Adding small goodies like pens, stress balls, or candy can serve as an extra incentive to engage with visitors while promoting goodwill.

Custom tablecloths or runners and other printed items can be purchased through a local print retailer or a national chain, like 4imprint. For a high-quality file of your chapter's logo, please contact chapters@ons.org.

Elevator Pitch

Many people who visit your table may have never considered oncology as a specialty. It's important to have a standard set of talking points prepared to ensure you are covering the information that is most pertinent to share:

- Activities that oncology nurses perform on a daily basis: Use your personal experience or that of other nurses in the chapter. Perhaps share a story of a favorite patient or caregiver.

- Local employment opportunities oncology nurses: If the career fair is at a school of nursing, provide details on the largest employers of oncology nurses in your region.
- Benefits of ONS membership: Complimentary access to the ONS Cancer Basics course can equip student nurses with foundational knowledge for a successful career in oncology care. If the career fair is at a school of nursing, mention that student membership is offered at no cost to prelicensure students and includes one complimentary chapter membership.
- Prompt attendees to ask questions: Many may not ask questions unless they are asked.

Event Checklist

- ☐ Determine the career fair the chapter will be participating in; reach out to the host to confirm the chapter's participation.
- ☐ Hold initial organizing meeting to determine logistics.
- ☐ Schedule regular meetings of the planning team (at least two to three months prior to the event).
- ☐ Design the overall event plan and budget, which can include:
 - Any venue costs
 - Handouts, fliers, folders, etc.
 - Signage
- ☐ Open volunteer registration using the Event function on your chapter site. See the [Chapter Website Handbook](#) for more information.
- ☐ Share event information and the volunteer sign-up link on your chapter site and any chapter social media pages.
- ☐ Assemble promotional materials for attendees.
- ☐ Confirm final logistics with venue.
- ☐ Schedule setup time and volunteer shifts.

Event Follow-Up

Following the event, your chapter should actively engage with students who expressed interest in joining or learning more about the organization. This can be achieved by organizing follow-up meetings or informational sessions tailored to their needs. Providing additional materials, such as brochures, membership benefits outlines, or access to a mentorship program, can further solidify their interest.

Establishing a structured communication plan, such as sending periodic updates about upcoming events and opportunities, maintains the momentum and keeps the organization at the forefront of their minds.

Consider also sending paper membership applications to local schools of nursing for interested students. It is important to emphasize to students that:

- ONS student membership is free.
- Even if they do not want to specialize in oncology, they will be caring for patients with cancer during their nursing career.

Even the knowledge gained through the ONS Cancer Basics course can be helpful in their day-to-day practice, regardless of which specialty they ultimately pursue.

Metric Completion Checklist

To consider this metric completed, your chapter must have participated in a career or education fair during the calendar year. To confirm completion of this metric please complete the following checklist.

- ☐ Determine which career fair the chapter will participate in.
- ☐ Host a booth or table at the career or education fair, promoting ONS offerings, chapter membership, and oncology nursing in general.
- ☐ Report the date and location of the career fair and confirm completion of this metric on your next [Quarterly Report](#).