

Kane County Sheriff's Office



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Ron Hain, Sheriff

Pat Gengler, Undersheriff

September 23, 2021

Dear Kane County Employer,

The Kane County Sheriff's Office is partnering with Valley Industrial Association to host a free Manufacturing Day Virtual Hiring Event Wednesday, October 27, 2021, 11:00am – 1:00pm.

Agenda

- 11:00am – 11:10am - Introductions** and an overview of the event PowerPoint including one slide for each company. Slides can include; company logo, photo, website, contact information and open positions.
- 11:10am – 11:55am** – Breakout rooms for each company participating. During your breakout session show a quick video or overview of your company, have a slide/listing of the job openings with the varying skill levels, a link to the job listings/online application with how to get more information. I would encourage you to have candidates communicate via the chat and then either take questions if you have a small group, or schedule one on ones. Everyone will receive a message after 20 minutes to change rooms if they would like – so then you can repeat your “show” at 11:35am, 11:55am, 12:15pm, and 12:35pm.
- 12:55pm – 1:00pm** - Return to main room for closing remarks.

If your company is interested in participating in the Kane County Sheriff's Manufacturing Day Virtual Hiring Event please contact Judy Dawson, dawsonjudith@countyofkane.org or, 630- 208-2009. Please commit and send your logo by September 29, 2021 for the flyer. My team is committed to help your business prosper during these tough times.

Sincerely,

A handwritten signature in black ink, appearing to be "RH", written over a light blue horizontal line.

Ron Hain
Sheriff