



TENT

# Taking Part in Refugee Hiring Fairs

Companies interested in hiring refugees often find that hiring fairs are an efficient way to connect with and interview them. These events give companies an opportunity to recruit refugee candidates who may struggle when applying for positions through traditional recruitment channels due to their unfamiliarity with the local job seeking process and/or lack of professional networks. By meeting refugee applicants in person and interacting with them in a more comfortable setting, companies can identify qualified refugee candidates who might have otherwise been overlooked. This resource illustrates options available to companies to help them prepare for refugee hiring fairs and engage with its attendees.

## ←○○○→ Before the hiring fair

### ASSESS YOUR COMPANY'S HIRING NEEDS

- Consider hiring refugees for roles at various skill levels, from high-skilled positions to more entry-level or vocational opportunities. This is important since refugees have a range of professional backgrounds and local language capabilities.
- Encourage your hiring team to analyze open positions at your company and identify the roles refugee job-seekers are best positioned to fill.

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### COMMUNICATE WITH THE EVENT'S HOST(S) IN ADVANCE

- Request information about the necessary materials to bring – for example: interview tracking sheets, company resources, branded materials, and/or other signage.
- Review pre-event emails and/or briefing documents, attend pre-event meetings, and submit relevant information about open roles to the event's host(s).

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### TRAIN RECRUITERS TO INTERVIEW REFUGEE APPLICANTS

- Prepare your company's interviewers to offer meaningful feedback and appropriate next steps to qualified refugee applicants.
- Educate interviewers on best practices for interviewing refugee talent, and provide them with information to better understand the legal statuses of refugees, as well as the relevant documentation. *For guidance on how to tailor your company's interview process for refugee candidates, please see a range of relevant resources on Tent's [Members' Hub](#) or reach out at [info@tent.org](mailto:info@tent.org).*



Set up a stand or table in a good location where you can distribute materials, share information about company culture and workplace needs, and directly answer questions from refugee job-seekers.



## During the hiring fair

### REMAIN VISIBLE THROUGHOUT THE EVENT

- Arrive early and consider bringing multiple representatives to ensure that someone is always available at your company's stand or table.
- Maintain a consistent and active presence throughout the event. This will maximize the number of refugee job-seekers you speak with, as applicants may arrive at different times.

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### PREPARE TO OVERCOME LANGUAGE BARRIERS

- Adjust your interview process according to the local language proficiency required for each open position.
- Consider bringing employees who speak the same language(s) as refugee attendees and, if possible, conduct interviews in the applicant's native language. If you cannot do this, ask the event's host(s) to offer additional translation services or provide an interpreter.
- Translate materials about your company into refugee attendees' native language(s) and/or share compelling visuals of your workplace rather than solely relying on written materials.

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### SET CLEAR EXPECTATIONS WITH APPLICANTS

- Explain your company's expectations around attendance and working hours. If applicable, discuss relevant transportation options to help applicants successfully navigate their commute.
- Highlight any relevant employee allowances or perks your company offers that could potentially benefit and/or interest refugee applicants (e.g., language classes, mentorship programs, free legal assistance).
- Share details about your company's culture and values, and communicate expectations for open positions. Consider bringing a brief job description for each open role and/or be prepared to verbally explain what your company is looking for.

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### RESPECT CULTURAL DIFFERENCES

- Be aware of different cultural norms related to factors such as public speaking, physical touch, and/or eye contact in a professional setting, especially across gender and/or religious lines.
- Speak slowly, enunciate, and avoid using industry jargon or idiomatic language with applicants.



Research shows that if a refugee has a positive experience with an employer, other members of their community are likely to seek employment at the same company.

## ←🕒🕒🕒→ After the hiring fair

### FOLLOW-UP WITH PROMISING APPLICANTS

- Follow-up shortly after the hiring fair ends to offer clear next steps to successful applicants. These could include: completing an application form; participating in a screening call; completing a skills assessment; or coming in for another interview. The sooner your company contacts refugee applicants after the hiring fair, the better.

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### EVALUATE YOUR COMPANY'S EXPERIENCE

- Evaluate your company's participation in the hiring fair by measuring key metrics such as how many refugee applicants were contacted, how many were interviewed, and how many received job offers. This information can be used to track your company's impact on refugee hiring and improve the experience for recruiters and applicants.
- Reflect on your company's experience at the hiring fair by identifying things that went well, along with what could have been improved. Note these observations internally and communicate them with Tent.



Consider highlighting your company's participation in the hiring event on your social media channels. Tent's communications team would be happy to help if you need support!

## Next steps

The Tent Partnership for Refugees can work with companies to help prepare their teams for upcoming refugee hiring fairs. To learn more about Tent and its services, reach out at [info@tent.org](mailto:info@tent.org).

## About the Tent Partnership for Refugees

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a **network of over 300 major companies** committed to hiring, training, and mentoring refugees. Find out more at [www.tent.org](http://www.tent.org).