

Benefits of the Job Fair

- Talk face to face with employers.
- Learn more about participating companies.
- Expand your network of contacts.

Why Companies Participate

- Meet qualified applicants for current openings.
- Build an applicant pool for future openings.

Job Fair Preparation Tips

- Prepare a resumé that presents your skills, experience and education.
- Proof read your resumé.
- Develop and practice a “one-minute commercial” including a brief summary of your experience, education, skills, interests, strengths and goals.
- Research companies participating in the Job Fair.
- Prepare questions that show interest and knowledge about the organizations.

During the Job Fair

- Be well organized and have your resumé readily available.
- Go alone, or if you go with others, walk the Job Fair by yourself.
- Dress, speak and act professionally.
- Be assertive, offer a firm handshake, make direct eye contact and use your one-minute commercial as an introduction.
- Demonstrate confidence, interest and enthusiasm.
- Remember to smile.
- Indicate the knowledge you gained about the company through your research.
- Ask relevant questions.
- Answer questions clearly and concisely.
- Collect company information, request a business card and ask about follow-up procedures.
- Repeat your interest in the company, leave a resumé and thank each person for their time.
- Make notes of information you’ve gained, especially any follow-up action that was discussed.

After the Job Fair

- Send a thank-you letter, using the contact information you obtained, within one week.
- Follow up. If you do not hear from an employer, make another contact.



Checklist:

- Prepare and print copies of your resumé.
- Prepare and practice your one-minute commercial.
- Research companies and prepare questions for employers.
- Arrange daycare.
- Dress to make a positive impression.
- Bring a pen and paper to take notes.
- Conduct yourself professionally at all times.
- Follow up with employers after the Job Fair.
- Attend the Employer Panel at noon.

JOBS FOR PEOPLE...PEOPLE FOR JOBS.