

# JOB FAIR TIPS

## Dress Casual but Neat

Your meeting with company representatives at a Job Fair is your first impression to the rest of the company. If you do not impress them the first time you meet, you may not get a second chance! **Plan** in advance what you are going to wear, and be sure everything is neat, clean, and pressed. Simple and conservative attire is usually best. **DO NOT WEAR JEANS, T-SHIRTS, ETC.**



prepared to field a variety of questions, your tact and skill will show you as a superior candidate.

## Arrange for Daycare

**Arrange for someone to watch your child(ren) while you are attending the Job Fair and speaking to employers.** A Job Fair is a **serious** opportunity to meet with prospective employers. Be as professional here as you would be a job interview.

## Update Your Resume

Before the fair, review your resume. **Is it** attractive and error free? **Does it** “sell” your skills to the company representative? **Is it** targeted to the type of employment you are currently seeking? Bring a couple dozen professional-quality looking copies with you to the fair.

## Network While you Wait

Talk to fellow job seekers while you are waiting to speak to a specific employer. Who have they talked to? Have they heard of anyone hiring someone with your background?

## Practice What You Will Say

There are a few basic questions you will probably be asked throughout the day. One of them will be “***What type of job are you looking for?***” **If** you do not have an answer ready for this question you will not look prepared. Although it may be partly true, **do not say** you will take any job they have. **Commit** to a specific type of job such as customer service support, clerical assistant, accounting clerk, welder, etc. If you do not want to be specific, offer your experience: “***I have skills in sales, marketing and advertising, and I am interested in opportunities with your company.***”

## Be Prepared to Discuss Anything

You might be asked to describe your strengths and skills, experience, special training, or qualifications for a specific job. Someone might ask you why you left your previous job or why you are looking for a career change. If you are

# JOB FAIR SUCCESS

## Preparation

**Obtain a List of Employers** – Plan your strategy for the companies you want to talk with. Do research on the companies, **AND**, prepare questions for **YOU** to ask the company representative.

**A Perfect Resume is a MUST** – Your resume is an opportunity to present yourself. Make it a presentation you can be proud of. Proof your resume for errors. If you are looking for more than one type of work, you may need more than one type of resume. **Job Service** has many resume guides and PC’s you can use to polish your resume. **Also**, Job Service would be happy to go over your resume with you if you would like suggestions.

**Learn to Sell Yourself** – You have only a few minutes to introduce yourself, and spark the company representative’s interest in you for a future, more formal interview. This takes practice. Use a mirror, tape recorder, or a friend! **BE POSITIVE!**

## Professionalism

**Be Remembered for the “Right” Reasons** – Now is not the time to have a poor resume or wear unusual clothing.

**Be Polite at All Times** – The person you meet in the parking lot, hallway, or restroom **MAY** be the company recruiter you will see later in the day.

**Recruiters See You** – As a potential future representative of their company. Display confidence, enthusiasm, and the ability to think and speak “on your feet” – and under pressure.

**Get the Representative’s Business Card** – Discuss how and when to follow up. A **follow up letter** is an appropriate way to reiterate your qualifications, what you know about the company, and why you would be a good fit.

**Make Notes** – After you have spoken to the representative, take the time to regroup and prepare to follow-up.

- Do you have any literature describing your company?
- Is your workload seasonal?
- Do you ever need to hire someone with \_\_\_\_\_ background?
- I am interested in \_\_\_\_\_, do you ever need someone in that area?
- What are the main skills or characteristics that you look for in an employee?
- Could you look at my resume and tell me what you like about it, and what you would suggest that I change?
- How can a job applicant convince you to call them for an interview?
- If you have interviewed someone for a job, do you mind if they call to find out the status of your hiring process?
- If you do not have an available opening that fits my background now, but I would like to work for your company, how often could I call without become a pest? Who should I ask for?
- What skills do you find most marketable in your industry today?

## Questions to Ask Company Representatives at a Job Fair

- What types of career opportunities does your organization offer?
- What are the job responsibilities for that type of position?
- Are you aware of related occupations that I would be qualified for with the background I have?
- Could I set up a time to visit you at your workplace to talk more about what you do?
- Do you know of other contacts that might be helpful to me?
- May I contact you if I need more information?
- Do you have any description of current openings at your company?
- What types of positions do you have trouble filling? Why?

**Always, Always, Always,**  
thank the employer for talking with you, and give them a copy of your resume, if you have one (which you should).

