

PREPARING TO ATTEND A JOB FAIR

1. Why do you attend a Job Fair?

- a. Identify hiring companies
- b. Identify companies that use your skill sets
- c. Get an interview
- d. Plant your resume'
- e. Network with other job hunters

2. What should you take to a Job Fair?

- a. At least 10 copies of your most recent resume'
- b. Business cards with your name, address, capabilities and objectives to give to recruiters and network contacts. Use both sides of the card – summary and contact info on the front. Skills and key accomplishments on the back.
- c. Your “elevator speech”, or “one minute commercial” – Think about your strong points, your goals, and how you can benefit the company. (You can find out more about the company later, if they are interested in you – spend your time letting them find out about YOU.)
- d. Be prepared to discuss the geographic areas where you are willing to work.
- e. A notepad or memo pad to record contacts made
- f. A cell phone camera if you have one, to take pictures of job postings off bulletin boards

- g. Your calendar (hardcopy, in your cell phone or PDA) to check dates you are available for interviews, follow-up.

3. What should you wear to a Job Fair?

- a. For salaried positions – Suit and tie
- b. All others – “Business Casual” -- collared shirt and dress or casual pants.
No jeans, shorts, or T-shirts.

4. What should you do at a Job Fair?

- a. Arrive early if you can – plan on extra time to check in to the job fair.
- b. Start out by getting the layout. If you are given a floor map with company booths indicated, circle the ones you want to concentrate on. If you don't receive a map, walk the floor first and set your priorities before you dive in.
- c. Submit your resume' to as many plausible openings as possible.
- d. Network with others in line, at the coffee pot, in the registration line, at the concession stands. They are a valuable resource for who's hiring and which jobs are “hot”.
- e. Be assertive and show initiative – shake hands and introduce yourself to recruiters when you reach the table. Maintain eye contact.
- f. Leave your business card with all recruiters, company representatives and networking contacts that you encounter.
- g. Job Fairs can be confusing and intimidating amid the many job seekers vying for exposure. Remain positive and enthusiastic. Keep your “game face” on throughout. Take breaks and re-assess your priorities.

- h. Use your break time to look for job post bulletin boards around the lobby or near the concession stands. Use your cell phone camera to “snap” any promising jobs on the bulletin board – don’t waste time copying down the information. Bulletin boards are used by smaller companies who can’t afford a table at the fair, but represent a good source of employment.
- i. Find and take home copies of all material that may be helpful:
 - 1) Job Market publications
 - 2) Job Postings
 - 3) Other Job Fair announcements
 - 4) Recruiter advertisements/handouts
 - 5) Websites learned about
 - 6) Contact info for network contacts
 - 7) A listing of all participating companies (usually handed out at the door)