

BUSINESS CARDS AND NOTES

Request a business card from each employer you visit. Take notes. Jot down notes as you meet employers so you have a reminder of who you spoke to about what.

RESPECT FOR RECRUITERS

Be polite. Respect the time limits and speak up to be heard over the crowd. Be prepared before coming to show that you're taking the opportunity seriously.

ATTITUDE

Be enthusiastic, optimistic, and realistic. Smile.

FOLLOW UP

If you promised something to an employer, such as providing references, do so quickly. If you are interviewed at the fair send a thank you email to the recruiter. Remind them why you're the best fit for the job and include your contact information.

FOR FURTHER INFORMATION CONTACT:

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sources:
www.senecacollege.ca
www.monster.ca
www.thebalance.com

PREPARING FOR A JOB FAIR

TIP SHEET



RESEARCH COMPANIES

Research the companies in your industry. If the list of participants are available, go on their websites and learn about their products, organizational structure, mission etc. This will help you ask better questions when you meet the company representatives.

PREPARE YOUR RESUME/PORTFOLIO

Bring multiple copies of a critiqued/reviewed resume, and a few selected work samples to the fair.

DRESS PROFESSIONALLY

Dress in professional attire. This is your chance to make a good first impression. Job seekers that come to job fairs formally dressed appear capable, intelligent, trustworthy and responsible. Recruiters are watching. It is important to look and act professionally.



WHY ATTEND A JOB/CAREER FAIR?

Job fairs give job seekers the opportunity to meet a large number of potential employers at one time, network, pass out copies of their resume, and improve communication and interview skills.

PRACTICE YOUR INTRODUCTION

Have a firm handshake. Rehearse a brief introduction of yourself, your skills, and your immediate career goals.

HAVE A STRATEGY

Make a list of your top employers that you must meet ('A' list) and another list of employers you would like to meet if time permits ('B' list). Visit a few of the 'B' list recruiters first to practice your introduction and questions so you'll feel more confident when you meet your 'A' list recruiters.

LONG LINES

Visit companies without a lot of people lined up. You'll get more of their attention and learn more about the company and their hiring opportunities. If you wish to wait in line for popular employers, be patient. Don't complain about delays, shuffle your feet or jump the queue. Remember employers are watching and you need to make a good impression.