CAREER FAIRS

Helpful Hints for Job Seekers

PREPARATION WILL SET YOU APART FROM THE CROWD AT A JOB FAIR!

- Review the list of employers and plan your strategy - which companies do you want to visit?

- Prepare several questions to ask each recruiter.

- If possible, review company literature before talking to the recruiter.

- Bring many resumes - make sure they're perfect!

- Bring pens, reference information, application "cheat sheet," and notebook.

- Develop your introduction (include organization knowledge, skills, express interest).

- You will only have a few minutes to introduce yourself - make it a strong introduction. Try to spark the recruiter's interest!

- Be prepared for the recruiter's questions with well thought out responses.

- Many employers will only accept applications over the Internet. Do not get discouraged. Use your time at the job fair to meet the representative, learn about what the company does, what positions are currently available, and to learn about the process for applying for positions.

PROFESSIONALISM WILL SET YOU APART FROM THE CROWD AT A JOB FAIR!

- Professional dress is recommended.

- Be polite/professional at all times.

- Communicate effectively.

- Develop a firm handshake and maintain eye contact.

- Display confidence, enthusiasm, and the ability to think & speak on your feet under pressure.

A POSITIVE IMPRESSION WILL SET YOU APART FROM THE CROWD AT A JOB FAIR!

- Lines may be long, so wait patiently. Read company literature while waiting.

- Ask for the recruiter's business card, and discuss how and when you should follow up with the employer. (You also now have the address to send an interest letter.)

- Make notes (contact names, positions, etc.) after you've spoken to the recruiter.

- Follow-up with a "verbal" thank you before leaving: "Thanks for meeting with me today . . ." "Here is why I feel I would be an outstanding employee.", "I would appreciate the opportunity to speak with you further...", "May I call you next week to arrange a time when we can meet . . ."

- Send follow-up letter expressing interest.

- A positive impression will set you apart . . .

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