

PREPARING FOR THE JOB FAIR

1. Research the employers who will be attending (see Participating Employers on WCC website).

Obtain a list of the participating employers and research their organizations and the kinds of people they hire. Check their web sites and learn their products, services, and employment needs.

2. Bring plenty of resumes.

Tailor resumes to the employers you are most interested in and bring additional resumes that are generic in nature for other employers.

3. Know what you are going to say to employers.

Have a prepared one-minute sound byte including who you are, what you are looking for, and what skills, abilities and experience you have to offer the employer. Practice out loud prior to the job fair.

4. Networking Tools needed:

- Professional (but comfortable) clothing and shoes
- Updated resume (about 30)
- Business cards (see Microsoft Word Online, www.office.microsoft.com, for templates to make your own business cards)
- Pen/Notebook/Calendar—to schedule future interview dates
- References

5. Plan to attend any and all workshops provided during the fair.

These are generally free of charge with cutting edge job search ideas presented by professionals.

6. Do NOT bring children.

Employers may doubt your ability to make adequate child care arrangements when you are employed.

At the job fair tips:

- Plan to arrive shortly after the fair begins. Opening time is usually very crowded and sometimes employers arrive late or leave early.
- Obtain a map of the fair layout. Highlight the employers you want to see first and cross out any you are definitely not interested in.
- Review the workshop list and plan your time accordingly. If offered, have your resume reviewed by a professional.
- Network with other attendees. What other job opportunities do they know of?
- Plan for follow-up with positions you are qualified for and interested in.

8. SMILE!

Show your enthusiasm with a firm handshake and good eye contact. Chat it up! Have some good questions prepared like “What are you looking for at the job fair today?” or “What traits are most important for success in your organization/company?”

Good Luck!