

CAREER FAIR SUCCESS



AURORA DOWNTOWN 2018 CAREER FAIR
WEDNESDAY, SEPTEMBER 26, 2018

I'M HERE. . . NOW WHAT?

- ❑ **Familiarize yourself with the layout:** review room map and folder contents
- ❑ **Use the Prep Area:** review your elevator speech, gain composure
- ❑ **When you're ready,** head to the first employer, introduce yourself with a smile and firm handshake, then begin your 30-60 second pitch

HELLO, MY NAME IS...

Your 30-60 Second Pitch:

Answers 4 questions in 2-3 sentences, in 30-60 seconds:

- Who are you?
- What are your areas of focus?
- What are your experiences and/or training?
- What are your strengths?



For example: “Hi! My name is Ryann Johnson and I am a soon-to-be graduate of the AS Psychology program here at Waubensee. I am currently working as a part-time office assistant at a local non-profit and have found great success in my ability to keep up with changing priorities and create exciting PowerPoint presentations for my supervisors. I am particularly interested in your organization because of the dedication it has to each client’s success, whatever their goals may be.”

SPEAK WITH UNFAMILIAR EMPLOYERS

- ❑ **Don't limit yourself** to speaking only with employers you've researched.
- ❑ Introduce yourself, then ask, **"Do you expect any opportunities for [insert your degree and areas of focus]?"**
- ❑ Even if they say "no," **ask about the organization, clients served, community, and application process.**
- ❑ Keep the conversation going and be sure to follow-up afterward – **you never know when something will come up!**

GIVE A GREAT 1st IMPRESSION

- ❑ Firm handshake, smile, undistracted eye contact
- ❑ Express genuine interest in employer and confidence in your abilities
- ❑ The intent is to **possibly land an interview**
- ❑ **Do not be discouraged if the conversation is short** – professional(s) in attendance are adept at quickly getting the information they need

QUESTIONS TO EXPECT

Behavioral-Based Questions

- ☐ Premise: past behaviors are the greatest predictors of future behaviors
- ☐ Answer with **SOAR Method**: tell how you handled situations in the past, including details on your actions and results

Common Questions

- ☐ Tell me about yourself
- ☐ What do you know about [the industry, company]?
- ☐ Where do you see yourself in 5 years?
- ☐ Why should we hire you?



ALWAYS ASK QUESTIONS

Do you have any questions for us? YES!!!

- ☐ Questions referencing information found while researching company/industry
- ☐ Ask open-ended questions (avoiding “yes” or “no” type answers)
- ☐ **DO NOT** ask about compensation

Example Questions:

- ☐ You mentioned earlier that you have 40% Spanish-only speaking clients, what are your current ways of communicating to that population?
- ☐ What qualities are you seeking in the person who fills this position?

WHAT DO I DO AFTER THE FAIR?

Follow-up post-fair

- ☐ After each conversation with a recruiter, **write down the topics of conversation on the back of the recruiter's business card**: that gives you a tidbit to include in your thank you note
- ☐ **Thank you emails should be sent within 24 hours** of the career fair
- ☐ Handwritten thank you notes can be sent in addition to emails, but are not necessary

WHAT DO I DO AFTER THE FAIR?

- ❑ **Follow the rules.** Employers want you to be a good fit and new hire – that will make their lives easier as their search for the position is over!
- ❑ **Pay attention to and follow instructions in the application process**
If you don't, employers may question your ability to follow directions, which can negatively impact your candidacy for the position



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