Networking & Job/ Internship Search

**Job Fair**

Why attend a job fair?
- Network with employers and other job seekers
- To apply for and possibly interview for a job
- Submit your resumes to companies you are interested in
- Get information on companies you are not familiar with

**Before the Job Fair**

I. Do your homework
- Look at the list of businesses attending and job openings
- Research the job and companies of interest
- Know the registration process (if there is one) and follow it
- Have your resume critiqued before and proof read
- Know yourself and what you have to offer an employer
- Develop question to ask employers

**At the Job Fair:** Understand the power of first impressions!

II. Be prepared – prepare as you would for an interview
- You should dress as you would for an interview
- Your interview outfit should be one step nicer than what you would usually wear to the job. (If you would wear jeans & sneakers to work, interview attire should be slacks and nice shoes. If you would wear “office attire” at work, appropriate interview attire would be a suit).
- Bring pens, copy of your resume, reference sheets, application “cheat sheet”, keys, money, basics (no purse)
- Arrive early and attend alone

III. Interacting with employers
- Walk around the room once
- Make a good first impression when speaking to someone
  - Make eye contact and introduce yourself
  - Show confidence in your poise and voice
  - Do not look around while you are talking
  - Smile and be polite
  - Give a firm handshake
  - Remember the recruiters name
  - Express you interests
  - Don’t ask “what does your company do?” Do your research ahead of time
  - Ask questions
After the job Fair:

IV. Be prepared

• Follow up with a thank you note
  o Remind them who you are
  o Thank them for taking time to speak with you
  o Explain how you would be an outstanding employee
  o Ask for an interview or an opportunity to discuss skills further
• Apply online
  o Many recruiters will refer you to apply online
  o Use a copy of your resume and application “cheat sheet” to help you fill out the online application
  o Make note of your user ID and password

V. Job Fair Tips

• Dress appropriately: as you are attending an interview
• Take a break if needed
• Keep a list of employers you meet and notes about your conversation
• Be patient and ready to wait in lines
• Don’t be seduced by freebies – you are here for a job
• Don’t tell an employer that you are there for “extra credit” or because the “teacher made you”
• If you attend for a course make sure you act professionally