JOB FAIR CHECKLIST

Job fairs are excellent places to learn, network, and land a job. Job fairs can also be overwhelming. Some of the larger job fairs may have up to 100 employers, making it impossible for you to "visit" all of the booths.

If you don't have a strategy, you could miss your ideal job opportunity. Listed below are recommendations that will allow you to get the most out of your job fair and give you a step up on your competition.

Benefits of a Job Fair	• Talk face-to-face with HR professionals who are hard to get a hold of. • Meet with other job seekers allowing you to network. • Focus on companies that are actively seeking new employees. • Allows you to make a positive first impression with a HR individual, that a resume cannot. • Allows you to visit multiple companies in one location. • Submit a resume with a company that you were unaware had opportunities. • Allow you learn more about the companies who are hiring.	☐

Strategy	• Pre-register. Some career fairs allow you to pre-register, which includes submitting a resume. The advantage is that employers get a chance to prescreen applicants and possibly make note of applicants they want to meet.
	• Research. Many applicants go to the job fair unprepared. You can take advantage of your competition by getting a list of the companies attending the fair and doing research on each company you want to interview with. This will prevent you from wasting time, visiting booths that do not interest you.
	• Survey the layout of the fair and determine your order of interviewing, starting with your top choices.
	• Prepare a one minute presentation. All of your selling points should fit on a 3X5 card. Your selling points should mirror those that the company is looking for. Your presentation should answer the following questions: "Why should I be interested in considering you as a candidate for this position?"
	  o **Your objective is to secure an interview date before you leave the booth. Don't be afraid to ask for an interview.**
	• Make sure that your resume is written for each company you intend to visit.
	  o Have your resumes labeled and ready for each employer you intend to visit
	  o Make sure you follow up with the companies to whom you gave a resume by providing them with an electronic copy if requested.
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Tips for Success	• Once arriving at the job fair, stick to your strategy and focus on the companies that are your priorities. • If time allows, take the time to network with recruiters outside of your field. • Be prepared to talk about your experiences, skills, and abilities that match what the recruiter is looking for. • Have questions prepared for each recruiter. This shows the recruiter that	☐

	you did your homework and also allows you to maximize your time with them. The more you engage them, the better impression you will make.
	• Always use the recruiter's name when speaking to them and make sure you are wearing your name tag also.
	• Maintain eye contact at all times and close your interview with a firm handshake.
	• Dress professionally. Dress as if you were going to an interview with that company. Dress for Success!
	• Don't just network with recruiters; take the time to network with your fellow job seekers. This could lead to a tip of a potential employer that you originally did not intend to visit.
	• Don't forget to ask the recruiters about the hiring process.
	• Bring extra copies of your resume. Depending on size and opportunities, plan on 25-30 copies.
	• Arrive early. Avoid the noon-4pm rush. Most recruiters will be able to give you more time early in the morning.
	• Take down reminder notes and make sure that you write down any particulars that you and the recruiter spoke about, on the back of his card.
	  o Don't forget to follow up on any promises you made with the recruiter.
	• Collect business cards so you have the contact information of the people you spoke with.
	• Bring a pen and pad and organize it in a nice briefcase or portfolio.
	• Try to grab some company literature while waiting in line so you can read about the company before meeting with the recruiter.
	• **Be prepared** to fill out an application on the spot, unless otherwise directed. Taking it home first may give an advantage to a better prepared candidate.
	  o Make sure you have your employment history available
	  o Names & numbers of your references
	  o Dates and addresses of your educational background	

Body Language	Did you know that your body language can say a lot more about you than your words, during your conversation with the recruiter? • When speaking to the recruiters, focus on speaking through your appearance and body language. • You want to create a positive impression, so try to be enthusiastic. • Words account for 7%, tone of voice accounts for 38% and your body language accounts for 55% of the message. • Dress professionally; this is where a lot of candidates don't make the cut. o You want to be remembered by what you said and not what you were wearing. First impressions are important! • Stay relaxed and show your personality but don't overdo it.	☐

Sample Questions to Ask	Asking thoughtful questions will set you apart from the competition. By asking questions you can also influence the time you have with the recruiter. • The people who do well at your company: what skills and attributes do they usually have? • What do you like best about working at _____? • What is your organization's culture like? • What is the company's philosophy regarding on-the-job growth and development? • What is involved in the hiring process? • Does your company offer informational interviews?	☐
Wrapping Things Up	• Revisit your first choice employers and thank them for taking time to visit with you. • Make sure when you get home to follow up on any promises you made with any of the recruiters. • Revisit your notes and send out thank you cards. o Taking the time to send a thank you card after you spoke to a recruiter will help reinforce your interest in the position. You can use your thank you letter to address any concerns that the recruiter brought up. • You can also consider your thank you letter as a follow-up sales pitch. • Restate why you want the job, what your qualifications are and how you might make contributions to their company.	☐