

Job Fair Check List

Before the Fair

- ▶ Check posters to see which employers will be attending
- ▶ Make a list of the employers that you want to talk to and research those businesses
- ▶ Prepare questions to ask (see below; see also publications from Job Center of Wisconsin on interviewing)
- ▶ Get your resume reviewed at your local job center or post-secondary career services. Proofread!
- ▶ Have a 30-second infomercial prepared and practice it with friends
- ▶ Plan your wardrobe for the day of the fair. Wear a weather-appropriate, comfortable, professional outfit

Things to Bring

- ▶ Multiple copies of your 1-2 page resume printed on good bond paper
- ▶ A portfolio or folder in which to carry your resumes and other materials
- ▶ A notebook or planner (and a good pen) to write down upcoming interviews or information sessions

Questions to Ask

- ▶ What career opportunities are available in your organization? What is your hiring process and timeline?
- ▶ Will there be opportunities to advance, to train others, or to supervise? Do you promote from within?
- ▶ Could you tell me about company-sponsored training or tuition support?
- ▶ What opportunities do you have for _____ majors? Would my _____ experience be valued by you?
- ▶ What do you look for in candidates? How would you describe the corporate culture?
- ▶ What key skills/experiences are highly desirable? What are your five most desired soft skills?
- ▶ Do you have any tips for success in this industry?

During the Fair

- ▶ Ensure that your clothing and grooming reflect your ethic and soft skills. Dress to impress!
- ▶ Arrive early, prepared with your materials and questions, and review the map or booklet
- ▶ Go first to your target employers, but also, if time permits, visit other employers in similar industry
- ▶ Pay attention to the recruiters speaking to other applicants while you wait—you may want to alter your 30-second infomercial/elevator speech and highlight what skills are most desired by that company
- ▶ Approach the recruiters and introduce yourself with a firm handshake and a smile. Employers want to see your interest, professionalism, and positive attitude. Make a great first impression!
- ▶ Ask if you can leave your resume, even if they do not have an opening in your field at the time
- ▶ Don't go "trick or treating", and don't socialize with your friends
- ▶ Pick up business cards and company literature
- ▶ Make notes after you end the visit about follow-up actions

After the Fair

- ▶ Send a thank you note to all employers you spoke with, whether you are interested or not in a position with their company, as this may keep things open for the future. Build bridges and nurture your network.
- ▶ Follow-up on any action items that you discussed with the business representatives