



# GET THE JOB: How to PREPARE for Job Fairs and Hiring Events

<b>HIRING EVENT</b> <b>One Employer</b>	<b>JOB FAIR</b> <b>Multiple Employers</b>
<b>Description</b> <ul style="list-style-type: none"> <li>• A hiring event is an opportunity to learn about and apply for positions an employer has open.</li> <li>• Most employers use hiring events to promote their open positions and recruit potential candidates.</li> <li>• This is a chance to make an impression with someone who makes hiring decisions.</li> </ul>	<b>Description</b> <ul style="list-style-type: none"> <li>• At job fairs, employers gather resumes and direct candidates on how to apply for open positions.</li> <li>• This is an opportunity to speak with many businesses.</li> <li>• Most employers are recruiting for multiple positions.</li> <li>• This is an opportunity to learn about employers, apply for open positions, and build your network.</li> </ul>
<b>How to Prepare</b> <ul style="list-style-type: none"> <li>• Research the employer: What do they make/sell? What are their services? Who are their customers? What positions do they have open?</li> <li>• Prepare talking points on how your skills/experience match the company's needs.</li> <li>• Prepare questions to ask.</li> <li>• Tailor your resume to the employer's needs.</li> <li>• Prepare and practice an introduction/elevator speech.</li> <li>• Dress professionally.</li> <li>• Bring a copy of your resume.</li> </ul>	<b>How to Prepare</b> <ul style="list-style-type: none"> <li>• Learn what employers will be at the job fair and decide which ones you want to target.</li> <li>• Research your target employers: What do they make/sell? What are their services? Who are their customers? What positions do they have open?</li> <li>• Prepare talking points on how your skills/experience match the company's needs.</li> <li>• Prepare question for each target employer.</li> <li>• Tailor your resume for target employers.</li> <li>• Prepare a general resume for other employers.</li> <li>• Plan how you want to introduce yourself to employers.</li> <li>• Dress professionally.</li> </ul>
<b>At The Event</b> <ul style="list-style-type: none"> <li>• Arrive within the first hour of the Hiring Event</li> <li>• Greet the employer's representative with a firm handshake and your elevator speech.</li> <li>• Relax and answer the questions the employer asks.</li> <li>• Leave a copy of your resume.</li> <li>• If you have previously applied for an open position with the employer, let them know.</li> <li>• Ask about the next steps in the hiring process.</li> <li>• Make sure to get the employers business card.</li> </ul>	<b>At The Event</b> <ul style="list-style-type: none"> <li>• Arrive within the first hour of the job fair.</li> <li>• You may have less than five minutes to speak with each employer so keep your introduction short and be ready to discuss your skills and ask 1-2 questions.</li> <li>• Be sure to get business cards from the employers you speak with.               <ul style="list-style-type: none"> <li>○ Ask for a good time to contact them after the job fair.</li> </ul> </li> <li>• Leave a resume with employers that interest you.</li> <li>• Network with as many employers as possible. You never know what opportunities are available.</li> </ul>
<b>After The Event</b> <ul style="list-style-type: none"> <li>• Follow up immediately with a Thank You card reinforcing why you are a good fit for the position.</li> <li>• Complete any application steps or paperwork the employer has given you.</li> </ul>	<b>After The Event</b> <ul style="list-style-type: none"> <li>• Decide which positions you plan to apply for.               <ul style="list-style-type: none"> <li>○ Follow the application instructions you received at the job fair.</li> </ul> </li> <li>• Follow up with any employer contacts you made arrangements to speak with after the job fair.</li> </ul>

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