



INTERACTING EFFECTIVELY WITH EMPLOYERS AT JOB FAIRS



Dress for SUCCESS

- ✓ A neat, clean, polished, combed and pressed look makes you feel good and makes a positive first impression!
- ✓ Display a POSITIVE “CAN DO” ATTITUDE.
- ✓ Your body language (smile, enthusiasm, eye contact, posture and walk) is an indicator of your attitude. Smile, make eye contact and give a firm handshake (as appropriate).
- ✓ Be courteous, polite and likable – employers hire people they like – people they believe will fit into their organization.
- ✓ Show that you are willing and motivated to learn and grow.

Know WHO YOU ARE and what SKILLS you are interested in using

- ✓ Develop a 20 second introduction that includes your first and last name, position or area of interest and your background of related skill(s).
- ✓ End this introduction with a question for the recruiter, to start the conversation. (Example: “I was wondering what current or anticipated openings your company might have that might fit my skills and qualifications?”)
- ✓ Practice delivering your introduction slowly and more clearly each time. Add some enthusiasm and smile.
- ✓ Offer a copy of your resume (summary of skills) and business card (if available) to the employer.

KNOW the days and time of day that you will be AVAILABLE FOR WORK

- ✓ Communicate this to the employer – be as flexible as possible.

COLLECT INFORMATION from each employer of interest.

- ✓ Be prepared to ask for information on the company, job description/summary and a business card from the recruiter.

ASK QUESTIONS about the JOB(S) and the APPLICATION PROCESS

- ✓ Try to determine the name of the contact person for your desired department.
- ✓ Take a few notes – it’s a way of showing your interest in the company.
- ✓ Offer to complete an application OR ask when you can return a completed application in person. Most employers will let you fill out an application onsite. Ask when an interview may be possible.
- ✓ Establish the next point of contact with employers of interest.

DON’T ASK about SALARY or BENEFITS at the Fair.

- ✓ If the employer wants to provide a salary range and benefits information that’s fine. Focus on finding out more about the company and the job. Establish how you could be an asset to them if hired.

FOLLOW UP your Job Fair visit with another copy of your resume, and a cover letter.

- ✓ Tailor these documents based on what you learned from the employer.
- ✓ Make sure to spell names correctly – use their business cards and your notes.

**BE MEMORABLE for the RIGHT REASONS,
by being organized, prepared, personable and confident.**