

Job Fair Tips

Attending a job fair is a great way to visit with multiple employers, at one location and in a short period of time. Be prepared to make a great first impression and get the job you want.

Before the Job Fair...

Obtain a List of Employers

Identify companies of interest and determine your strategy. Research each company's website and prepare questions to ask the employer.

Update Your Resume

The resume is an opportunity to sell yourself. Before the job fair - review your resume. *Is it attractive and error-free? Does it showcase the skills you have to offer the employer? Is it targeted to the type of employment you are currently seeking?* Bring a couple dozen copies of your resume and reference page to the job fair. If you are looking for more than one type of work, you may need more than one type of resume. Job Service staff can assist you in making your resume one that companies will notice. Come in several days before the job fair for resume assistance.

Practice What to Say

You have only a few minutes to introduce yourself and spark the employer's interest in you. There are a few basic questions you will probably be asked throughout the day. They may be *"What type of job are you looking for?"* or *"What are your strengths, experience, training or qualifications for a specific job?"* If you do not have an answer ready, you will not look prepared. Commit to a specific type of job such as customer service support, clerical assistant, accountant, welder, warehouse worker, etc. If you do not want to be specific, offer your experience: "I have skills in sales, marketing and advertising and I am interested in opportunities within your company." Practice your answers using a mirror or ask a friend for help.

Arrange Childcare

Arrange for someone to watch your child(ren) while you are attending the job fair and speaking to employers. A job fair is a serious opportunity to land an interview with prospective employers. Be professional.

Dress Appropriately

You have one chance to make a first impression, so dress appropriately for the job you are seeking. Plan in advance what you are going to wear: be sure everything is neat, clean, and pressed. Simple and conservative attire is usually best. Do not wear jeans and a t-shirt.

At the Job Fair...

Network While you Wait

Talk to other job seekers while you are waiting to speak to a specific employer. Ask who they have talked to or if they've heard of anyone hiring someone with your background.

Be Remembered for the 'Right' Reasons

Now is not the time to have a poor resume or wear unusual clothing. Do not smoke or drink alcohol prior to the job fair. Keep perfume/aftershave to a minimum or use none at all. Turn your cell phone off or put it in silent mode.

Be Polite at All Times

The person you meet in the parking lot, hallway, or restroom may be the employer you will see later in the day.

Recruiters see you as a potential future representative of their company.

Display confidence, enthusiasm, and the ability to think and speak 'on your feet' and under pressure. Have paper and a pen with so you can write notes.

Get the Employer's Business Card

Discuss how and when to follow-up. A follow-up letter or a thank you card is an appropriate way to restate your qualifications and why you would be a good fit for the company.

Make Notes

After you have spoken to the employer, take the time to regroup and prepare for follow-up. Review what occurred during your conversations and look for ways to improve future employer contacts.

Possible Questions to Ask Employers at a Job Fair

If an employer asks if you have any questions, always ask one or two. It shows you are interested.

- Why do you enjoy working for the company?
- What kind of work schedule does the company have?
- What is your training process?
- Would I be working mainly by myself or with others?
- May I contact you in a few days to ask if I'm still being considered for a job?
- Is your workload seasonal or year-round?

Always thank the employer for talking with you.

Job Service North Dakota is an equal opportunity employer/program provider.
Auxiliary aids and services are available upon request to individuals with disabilities.

In compliance with the Stevens Amendment, Job Service North Dakota states that the Federal government has provided Title I and III monies to support to provide work experience and training opportunities for WIOA eligible individuals