

JOB SEEKER Job Fair Guide



The Job Fair Advantage for Job Seekers:

- ✓ Nothing replaces face-to-face contact for making a great impression.
- ✓ Make sure employers know about your skills and abilities, not just your education level or degree.
- ✓ Learn more about employers, in addition to just the information that is shared on their website.

Do Your Research

- Check the employers registered to attend the job fair and the positions for which they are hiring.
- Get to know the companies that interest you. The more you know about employers, the more you will stand out.
- Bring at least 20 copies of your resume, organized in a portfolio or briefcase.
- Visit the booths of employers you are interested in first.

Make a Great First Impression

- Be assertive and confident.
- Be prepared to shake hands and introduce yourself to recruiters with a smile and a 30 second "career pitch."
- Dress appropriately for the job you want. Wear professional but comfortable shoes.

Question Time

- Make yourself stand out with smart questions.
- Ask for information you could not find on the employer website, such as:
 - What particular skills do you want most?
 - What kind of person are you seeking for the position?
 - What's been your experience working for this company?
- Be prepared to answer commonly asked questions and tailor them to the company's needs.

Buddy System

- The job search experience can be less intimidating if you attend with another job seeker.
- Be ready to go your separate ways once inside so you can talk yourself up one-on-one with employers.
- Build your network. Talk to others to exchange job-hunting ideas, support and obtain leads.

Follow-Up

- Collect business cards from the employers you meet, make quick notes after the face-to-face meeting.
- Through LinkedIn, an e-mail or phone call, contact everyone you've met after a job fair to follow up and see if you can meet in person.
- On your way out, pick-up a list of the free services to help you find and keep your next job.

Prepared by Job Developers Network (JDN): www.JDNetwork.ca

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