

Tips To Make The Most Of A Career Fair

MESA COMMUNITY COLLEGE CAREER AND RE-ENTRY SERVICES



Here are some tips for job seekers attending career fairs.

1. Attending a career fair is just one of many steps in the career exploration and job search process.
2. Employers participate in these events to meet job seekers and recruit employees. They can provide general information about career options, as well as specific information about current openings.
3. Job seekers can attend career fairs to look for a job, gather career information, and develop a network of career contacts, which can lead to future employment opportunities.

Dress Professionally – You need to be prepared to interview on the spot. Dress appropriately, not necessarily a suit and tie, but something that makes you feel confident and will make a good first impression.

Be Prepared - Have a pen and note pad to take notes and/or complete applications.

Bring Your Resume/Portfolio – Have multiple copies to share with employers you speak with because you never know when an unexpected opportunity could arise. For example, you may not have considered working for a hospital, but hospitals recruit and hire professionals in many different fields (e.g. management, information systems, health care and more).

Be Direct - Introduce yourself, including your name and type of position you want. If you are gathering information, let employers know that you are only interested in materials and information. Remember to use good eye contact and a firm handshake. Also, ask for a business card so you can contact them at a later date. Following up is your responsibility as the job seeker.

Ask The Recruiter – They are an excellent source of information on employment and hiring trends, skills necessary for different jobs, current opening, salary, benefits, training, and other information about the organization.

Ask About Next Steps – Be sure you know who to contact, and when, about the status of the position or an interview. Get the employer's business card for follow-up discussions/correspondence.

Be Aware of the Time Demands – For you and the employer. Do not monopolize an employer's time. Realize that doing so will limit the number of contacts you can make as well.

Do Your Research on each Company – Prior to the event. Recruiters find it impressive when a candidate knows something about their company and can discuss their current situation.



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