



Job Fair...Be Prepared!

Going to a job fair can be a great place to meet employers looking for workers or get ideas about job openings. Check out the helpful tips below. Then go to the Job Search File in GCIS to learn about creating a resume, getting ready for an interview and more.

- The job fair recruiters will probably be your first contact with the company's human resources office. Be friendly and professional with everyone you meet—they'll use this chance to see how well you talk with others, how you present yourself, and if you show an interest in their company.
- Some job fairs are designed to reach people with a certain mix of skills. Read job fair brochures and ads carefully to make sure the jobs and employers listed sound interesting to you before you attend. You can also get details by calling the job fair's sponsors.
- When you call, ask if employers are doing interviews at the fair.
- Practice briefly telling a friend about your strengths and interests, so you are comfortable talking about yourself to recruiters.
- Arrive early and pick up a map of the layout to learn where firms are located. Practice visits with the firms at the lower end of your list--this gives you an idea of what the companies want to know, and lets you warm up. Then visit the firms that are at the top of your list.
- Ask people you talk to for their business cards. As soon as you leave a booth that interests you, jot down a few notes on the back of the card. Record any names of people the recruiter mentioned, and your first thoughts about the firm. You may also want to write down a physical description of the person you talked to.
- Try not to burden yourself with a coat or anything extra to carry, but have a briefcase, folder or portfolio in which to collect printed materials and business cards.

