

Job Fair Tips

BE PREPARED TO ANSWER QUESTIONS ABOUT YOURSELF.

Here's an example: "Hi, I'm (Your name) and am particularly interested in learning more about areas of (Your Emphasis or Area of Concentration)."

FOCUS YOUR TIME ON EMPLOYERS THAT MATCH YOUR INTERESTS.

Most fairs provide participants with a list of companies and organizations. Sometimes, this list is available for you to preview ahead of time via a special web page. If you don't know, be sure to inquire. Once you see the list, begin to prioritize those organizations that fall into professional or industry groups you think you might want.

BE CURIOUS.

"Would you please explain briefly what your organization, business, agency does?" "That sounds interesting. Tell me more about the concerns, trends or issues you see as relevant to the field." Ask more questions on what you learn. This is your chance to demonstrate your intelligence, educational background and experience. "I worked on something like this where we did a team project that examined these types of issues. I can see now how this might relate to what you are telling me."

ASK IF YOU CAN LEAVE A RESUME.

Some employers collect them at this point. Others may prefer that you fax, email or mail later after reviewing their program and application materials.

ASK FOR ADVICE AND/OR REFERRALS.

"Do you have any particular advice you could give me given my interests and background?" "Are there any future steps you think I need to take to better prepare me for this field (e.g., Professional Associations, Trade Journals, Contacts)?"

BE SURE TO ASK FOR A BUSINESS CARD.

Drop a personal thank you note in the mail later that week, if you think this is a place you might like to work. Let the person know that his/her advice was really helpful, and the steps you will be taking. Wish them well, and stay in touch periodically as appropriate. Ask to see if a follow-up on-site information meeting and tour might be possible.