

Dress for Interview

Neat & Clean Appearance

First Impressions Matter



Things To Avoid

T-shirts

Un-combed Hair

Sneakers

Unusual Hair Styles/Colors

Platform Shoes

Undergarments Showing

Excessive Makeup

Excessive Jewelry

Tank Tops/Halters

Jeans/Shorts

Un-kept Clothing

Funky Boots

Chewing Gum

Backpacks

Un-kept Facial Hair

Poor Personal Appearance

Tattoos

Revealing Clothing

Hats/Caps

Flip-flops

Body Piercings

Strong scent perfume or cologne

Cell Phones, Ear Phones, iPods

Top Unbuttoned

Tight Clothing

Poor Personal Hygiene

Bringing Children

How to Make the Most of a Job Fair!

Benefits of a Job Fair

- Talk face to face with professionals who are difficult to reach
- Save time and expense of mailing your resume
- Meet with other job seekers and network in your profession
- Focus your energy on companies that are actively seeking new employees
- Make a good impression in a way that a resume cannot - with a smile and a handshake

Why do companies participate?

- To be seen - visibility - PR - Marketing vehicle
- To attract good applicants / Hiring for openings
- To educate the public on its mission and purpose
- Building up applicant pool for future openings

Before the Job Fair

- Research Companies
- Know who you want to connect with at the Job Fair
- Be open to opportunities

During the Job Fair

- Dress and act professionally. You may be meeting your new boss for the first time and you do not want your first impression to be anything less than professional. Your purpose is to make a good impression and create an opening for further contact.
- Talk to someone at each booth. Use your preparation knowledge during this approach - use your (30 to 60-second commercial and ask questions you have prepared that demonstrate knowledge of your field.
- Do not be shy - if the rep does not handle the opening directly, ask for referral.
- Take business card/company materials
- Ask them what their next step is - May you follow up, when and how should you follow up?
- THANK them for their time
- Take reminder notes of your conversation.

Follow up after the Job Fair

- Send thank you note
- Send resume and cover letter to the companies that interest you and did not speak with. Call to follow up with the companies you met with - refer to notes!

The Three Types of Job Fair Interviews

It's important to understand the most common types of interviews that take place at a job fair since your approach should be different with each. As you watch and listen from the side, you will be able to determine which type of interview is being conducted and to modify your approach accordingly. The following are the three basic types.

Screening Interview

This interview usually lasts no more than two to three minutes and is usually conducted by employers whose main interest is gathering resumes and initial impressions before making decisions as to whether they will move to the next step. Your strategy should be to quickly point them to the key areas in your background that reflect their needs. This is the time to use your **Thirty-Sixty Second Elevator Pitch**, keeping it short and succinct. Ask for a business card and inquire as to the next step. The Thirty-Second Elevator Pitch is the basic introduction of who you are and what you are seeking. It will form the basis of your introductory message when networking, your opening statement in telephone contacts with employers, and the foundation of your "Tell me about yourself" answer in interviewing.

Mini-Interview

This interview usually lasts five to ten minutes and is conducted at the employer's booth, usually (although not always) seated, rather than standing. Be prepared to give a full introduction of your background and quickly position yourself as someone who is a good fit in relation to that employer's needs. Make sure all your answers position you as the candidate who meets the employer's needs. Ask for a business card and inquire as to the next step and if you may follow up.

Full Interview

The full interview if there is one being conducted. Be prepared for full-length interview twenty minutes or more. Be aware that you may actually be interviewed by technical or line managers. Make sure you are prepared for the interview. At the end of the interview, if you are truly interested, inform the interviewer of your interest and inquire as to the next step. Assume that he or she is also interested. Just make sure you know what the next step will be and follow up.

Interview Follow Up

- Thank all of the contacts met during the Job Fair
- Follow-up with employment leads and employers
- Act on the next steps with speed and appropriateness
- Proof read all communications
- Address employers' issues and concerns
- Send a Follow-up within two business days
- Update and Follow-up with your references

Still have concerns!

Visit ValleyWorks Career Center meet with a professional staff.