



Tips for Job Fair Attendees

*Job fairs offer employers an opportunity for face-to-face contact with many candidates. As a candidate, job fairs are an important method of making an in-person contact with companies in which you're interested and other organizations you may discover. It's important to be prepared and to treat any interactions with potential employers as if they were real interviews. **Here are some tips that will help you make a great first impression:***

Research the Organizations

Know which organizations are coming ahead of time (You can see a list at <http://www.nbjobfair.com>) and learn some background information about them to see if you might be a good fit at their company.

Rehearse Practice Questions and Answers

Try to have one or two questions in mind for each employer. The questions should reflect your interest and knowledge of the employer. Also, be ready to answer questions such as, "What are you looking for at this job fair?" or "Why do you want to work for us?" Be concise, thorough, and clear in order to give the best impression.

Prepare a 45-Second Summary

Make the most of your time by preparing a short summary of your background and qualifications, as they relate to respective positions. This may include your name, class, major, opportunities that you are seeking, relevant experience, and highlights of skills and strengths.

Dress Appropriately

First impressions are lasting, so even though the job fair is not an official interview, it's important not to show up in a T-shirt and sweatpants. Dress in conservative, well-pressed clothing. Depending on the job you are wanting, opt for a nice, professional outfit.

Bring a Resume

Bring a supply of resumes for the organizations you plan to talk to, as well as several extras. Also, bring a reference list and notify all references you end up using. Carry a pen and notepad in a professional-looking portfolio rather than in a backpack.

Find out How to Follow Up

As you leave each employer, learn what happens next and what, if anything, you should do to advance your candidacy. Ask if the interviewer minds if you follow up by phone or email and try to establish a time frame in which to do so.