

# JOB FAIR TIPS

## What is a Job Fair?

Job fairs, a.k.a. career fairs and expos, are events where employers and recruiters converge to meet, assess, and screen job candidates. It is a great way to meet prospective employers and to find out where you want to start your professional career.

## What Happens at a Job Fair?

At a job fair, each employer will have a booth or table where literature on the organization will be available. These face-to-face forums will give you a chance to meet recruiters, ask questions about their organizations, and tell them about your qualifications.

## What are some of the benefits of attending a job fair?

For job seekers, they are an excellent opportunity to meet multiple employers in one convenient location. Imagine going from booth to booth knowing that recruiters are ready and willing to speak with you at your convenience!

## Here are tips to make a good impression:

- **Register-** First contact the Wesley College Career Services contact person to find out dates, times, and locations of upcoming job fairs and career expos. Generally they are free, however, you may be required to pre-register
- **Research-** Find out what companies will be attending and research organizations that interest you before the actual fair. You should know what the organization does, what types of position they are recruiting for, and how your skills and qualification fit. Once you know all of this information, revise your resume to target these organizations.
- **Rehearse-** Job fairs are interview arenas, so prepare like you would if you were going on any interview. Practice your elevator speech and proper body language. Also be able to answer the all-time favorite question, “Why do you want to work for this company”.
- **Beat the crowd-** Arrive early to scope out and locate your recruiters of interest. Generally, the host will provide you with a map of the employer placements. Visit your prospects near the beginning, and thank them again at the end.
- **Put your game face on-** Employers are eager to meet and talk with you, so don’t hesitate to make the first move. Be confident and direct. Enthusiasm sells! Be polite and engaged. Also, be mindful of the recruiter’s time.
- **Tell them a little bit about yourself-** Let them know your strengths. Talk about your favorite classes, your activities, and relevant jobs you’ve held.

- **Listen (eavesdrop)** - You can learn a lot by listening to employers interacting with other job seekers. This will give you a better lead in, as well as more info to formulate intelligent questions about hiring practices and procedures.
- **Be sure to have plenty of resumes handy**- Keep your resume(s) current and relevant to the position(s) you're interested in. It will remind employers of your interests and qualifications.
- **Dress appropriately**- Most job fairs require professional dress (suit). If you're not sure what the dress code is for a specific job fair, ask!
- **Have an exit strategy**- Reiterate your interest and qualifications. Thank the recruiters before you leave the fair. Send thank you notes, and follow up with contacts.

*Quick Interviewing Tips*, Career Services, California University of PA, California, Pennsylvania.

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<http://www.calu.edu> *Job Fairs: The Basics*. (2011). Retrieved from <http://www.collegecentral.com/calu>



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