



Job / Career Fairs

Job / Career Fairs are a chance for you to get face-to-face with employers, make a good impression and perhaps even secure a job on the spot.

Fairgoers who make the most of this opportunity will be the ones who prepare for the fair in the days leading up to the event: finding out what employers will be there, what their organizations do, what type of jobs they have available and what they want in employees. Successful fairgoers will also likely be ready with questions that show an interest in the employer's organization and the jobs they may be hiring for.

Here are some tips for getting ready, and questions you may want to ask:

- **Think about what you want to achieve.**
Are you looking for a job right now? Or just seeing what might be available if you start seeking a position in a few months? These can be used when you craft your personal commercial.
- **Think about what you can learn about the employers.**
You may be enrolled in a program that will qualify you for a job with one of the employers when you graduate. What can you find out about them that will help when you apply for a job with them?
- **Think about what you have to offer those employers.**
Gear your conversation toward your skills and experiences that would be useful to the employer, not what the job can do for you. Include these in crafting your personal commercial.
- **Think about what information you want to get, and why.**
Do you want to find out about jobs that are open now? Jobs that may be open in the future? What the employer is looking for when they screen or interview candidates?
- **Think about what you will wear.**
Dress as though you were going to a job interview with the employers you are interested in. A good rule is to dress a half-step above what would be worn by an employee doing the job you are seeking.
- **Think about what you will bring.**
Resumes, a pen / pencil, a notepad, business cards if you have them, and a notecard with your personal commercial on it to review before you speak with employers.

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- **Questions you can ask an employer at the Job/Career Fair:**

- o What do I need to know about your organization's application process?
- o I went online and filled out your organization's application. I was curious what else I might do to help me get a foot in the door?
- o Are there some specific skills, work experience or educational background that can make me more competitive for a position in your organization?
- o What are the characteristics of your most successful employees?
- o What kind of entry-level positions exist within your organization?
- o What are the primary results a person in this position would be expected to achieve?
- o What challenges and opportunities are associated with this position?
- o Does your company have formal training programs, or do employees receive on-the-job training?
- o Does your company hire continually, or just at certain times of year?
- o What percentage of applicants are eventually hired? What is your retention rate?
- o How does the company measure performance? How often are performance reviews given?
- o How would you describe the culture at your organization?
- o What is the job environment likely to be?
- o Are there ongoing training opportunities in your organization?
- o What are the prospects and requirements for promotion to positions with more responsibility in your organization?
- o What made you choose this organization and why did you stay?
- o How long have you been with this organization?
- o What's the one thing that surprised you most about this organization?
- o What is the most rewarding thing about working for this organization?

