



Maximizing Your Job Fair Experience

Michigan Civil Service Commission
Career Services

HOW TO PREPARE FOR A JOB FAIR

Job fairs are a phenomenal opportunity to:

- Network with multiple employers under one roof and in a single visit.
- Demonstrate your interpersonal skills, communication skills, and workplace-appropriate social skills.
- Make an energized impression on an employer with your gentle smile, eye contact, and a firm handshake.

1. Research the Employers

Browse the website of the fair sponsor for a list of **employers registered to attend**.

Review the **employer's website**

- "About Us"
- Press Releases
- Annual Reports
- Job classifications they employ

Identify **which employer(s) you want to talk to** and, if possible, prioritize them.

Begin thinking about **questions to ask the employer** based on your research.

2. Market Yourself - "You, Inc."

Take **business cards** with your contact information and perhaps your expertise.

Take a **pen and paper** for notes.

If you are given a **name tag** by the fair sponsor, attach it to the shoulder of your dominant hand. That way, when you shake hands the person's eyes are drawn to your name tag.

Take a supply of **resumes**

- Emphasize your **transferable skills**
- Maximum of **2 pages**
- Printed on **white or off-white paper** (vs. colors)

Prepare and rehearse your **personal introduction**

- Include first and last name, expertise, job of interest, and why you are qualified.
- Use some of the words and phrases from their job postings and your research.

Dress in business attire (clean, fits well, conservative, dark colors)

- If budget is an issue, at least be groomed and clean. Impress them with your maturity, confidence and the skills you offer.
- Some MI Works! offices offer assistance with business attire.

GO ALONE (or at least speak to the recruiters as an individual vs. a couple).

BEST IMPRESSION is to be prepared with thoughtful, intelligent questions and listen intently to their answers. Always tie it into the job you are seeking.

- If time permits, double back and **thank the recruiter** again as you exit the fair.





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HOW TO PREPARE FOR A JOB FAIR (CONTINUED)

Take Aways

Business cards from whom you spoke with and notes of your conversations.

Acceptance of on-line application processes. Employers demonstrate compliance with employment laws and regulations through such electronic systems.

Useful information about the organization.

Determination to persevere and not personalize the interactions that do *not* lead to an interview or job offer.

A positive attitude and good feeling about what you achieved at the job fair.

Network with other job-seekers as it may lead to win-win situations.

WHAT TO DO AFTER A JOB FAIR

Before you leave the venue, write notes to yourself about who you met.

Send THANK YOU Notes

Reiterate your interest, your relevant skills, and how to contact you.

Inquire about the next step if you do not know already.

Send via US Mail or e-mail.

PREPARE for the Interview

Practice a MOCK INTERVIEW

- Behavior Based Interview Training Video online at www.michigan.gov/mdcs and click on MI Careers.
- Go to a MI Works! office (some will even videotape so you can critique yourself).

Rehearse answering common interview questions (see questions online and in books).

Keep a JOB SEARCH LOG

- Employer name, address, phone and website
- Recruiter name and contact information
- Date and time
- Point of Contact (I.E., job fair, cold call, referral)
- Position Applied For
- Jobs They Offer
- Resume or Online Process
- Thank You Letter
- Follow-Up
- Notes

