

TOP 10
JOB FAIR PREPARATION CHECKLIST

Are you ready for the job fair? Use this checklist to ensure that you leave a positive, lasting impression on each employer you meet at the job fair!

1 DO YOUR HOMEWORK

Research and select the companies you want to visit ahead of time. Pick those companies that are the “best fit” for you! Take time to familiarize yourself with these employers so that you will be able to ask intelligent, well thought out questions at the job fair. Visit the company’s website, Facebook and LinkedIn pages to read their mission statement, see their company structure, and learn about the services they offer.

2 DRESS PROFESSIONALLY

Dress appropriately. Conservative, professional business attire is best. If you are seeking a career position, suits are recommended. If you are looking for part-time work or an internship, wear a nice shirt/blouse and dress pant/skirt. You need to be neatly groomed and avoid heavy perfumes, colognes and body sprays. Do not smoke beforehand. Consider bringing a change of clothes to school.

3 FIRST IMPRESSIONS COUNT

Confidence rates high with recruiters. Greet recruiters with a smile, good eye contact, and a firm handshake. This lets employers know how serious you are. Demonstrating interest and good manners is important, regardless of the type of job you are looking for. Remember to have a positive attitude. Stay alert and be enthusiastic throughout the job fair.

4 KNOW YOUR 30 SECOND COMMERCIAL/ELEVATOR PITCH

Prepare your 20 to 30 second introduction to your potential employer that highlights who you are and what you want. You don’t want to sound like a telephone solicitor reading a script; you do want to sound like you thought about why you’re there. Example: “Hello, I am Jose Romero, an accounting major. I am looking for an entry level position in accounts receivable. I read on your website that (name of company) has a robust business division and I would like to learn more about positions available.”

5 BRING RESUMES

A resume is an advertisement for you. Bring multiple copies of your updated resume. Carry a simple padfolio/folder to keep your resumes organized and ready (padfolios/folders serve as a place to keep your pens, notes, and business cards you collect.) Some employers may not accept resumes, but ask you to apply online or attach it to an email. Prepare personal data info (a list of the names, telephone numbers and addresses of former employers and other references) to use when filling out job applications.

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6 EXPLORE ALL OPTIONS

Talk with as many recruiters as you can who might be interested in your major, experience, skills and accomplishments. Keep an open mind! For example, a health care company may not only be looking for health science majors, it may have openings in accounting, and IT. Visit the booths that are your low priorities to warm up, then go talk with your top priorities with confidence. You may find yourself interested in a position or organization you've never considered!

7 ASK QUESTIONS

Use each discussion with a recruiter as an opportunity to learn more about the company or position. Be organized by planning questions relating to the company and positions ahead of time. Increase your knowledge of the company and its job options, the qualities and skills the recruiter is looking for in a candidate. Examples of questions to ask: "What types of skills/qualities are you looking for in an employee?" or "What do you like best about working for this company?" Avoid questions like: "What does your company do?" or "How much money will I make?"

8 BE PREPARED TO APPLY ONLINE

Be prepared for some employers to ask you to apply online. This does not mean the employer is brushing you off, and it does not mean the employer is wasting time by attending the fair and talking to you. The employer representatives may be taking note of candidates they are interested in, but may have to follow certain company procedures.

9 BE REMEMBERED

Thank the recruiter for his or her time. If there was a recruiter or organization that you were very interested in you may want to stop by the booth again on your way out to say a quick "Thank you!" Don't overlook the power of a "thank you" letter/email. It is a good way to jog the recruiter's memory of you and relay your interest in the company. Timeliness is important. Be sure to send your letter/email within 24 hours of the job fair. If you weren't able to get a business card with the recruiter's name and address, check with the staff in the Career Center for contact information.

10 OVERALL TIPS

- Attend on your own! Recruiters want to talk to you without three of your friends present.
- Avoid shopping for freebies! It's okay to pick up an item or two, but the main impression that you want to make is that you are very interested in the job, not the free stuff!
- Focus on learning as much as you can about what employers are looking for in the people they hire. Networking is key!!!
- Approaching the employer: Respect other people's privacy as they complete their conversation with the employer.
- Immediately following the interaction, make notes on topics of conversation, contact names and follow-up procedures.