

# THE WORKPLACE 5<sup>TH</sup> ANNUAL SPRING JOB FAIR



**THURSDAY APRIL 9<sup>TH</sup> 1-3:30PM**

## **APPLICATION ROOM**

- There is a separate room available for completing job applications,
- Or to take a breather and prepare yourself before and during the event.

## **GET READY TO MAKE A GREAT FIRST IMPRESSION**

- Shake hands palm to palm, be firm but don't crush.
- Prepare your 'sales pitch'. (a 0-15 second speech that sells you to recruiters)
- "Hi, my name is Jane Smith, I've been a summer office assistant for 3 years, I'm great at project planning & database management, I'm now looking for a full-time role."

## **PREPARE FOR QUESTIONS!**

- **You are likely to be asked questions** about yourself, your skills, your motivation, career goals and more. Be prepared for these questions, practice your responses!
- **Prepare a few questions of your own.** Most of the time, you will be asked if you have any questions, make sure to have some!
- **Examples:** what kind of training to expect, what are the major challenges the new hire may face, what do they like most about the company.
- **Always be sure to know what to expect next!** You can ask what their application process is, how soon they plan to fill the position, how to arrange a job interview.

## **DAY OF THE JOB FAIR**

- **Arrive early, give yourself plenty of time so you don't feel rushed!** If you feel nervous, take a practice run with a business of low interest. This will help get rid of the jitters before talking to your top choices!
- **Give yourself a pep talk!** Recruiters at a Job Fair are there because they need employees, remember this and be confident!

## **AFTER THE JOB FAIR**

- **Don't forget to actually apply for the positions you saw at the Job Fair!**
- Send a thank you email to the person you met with a day after you applied.
- Be sure to include that you have applied for the position and you're looking forward to hearing back from the company.

**QUESTIONS? PLEASE FIND A STAFF MEMBER**

**The WorkPlace 315-786-3651**

