

HOW TO WORK A JOB FAIR

BENEFITS TO ATTENDING:

- Job fairs increase your chances of receiving an interview with an Employer.
- This is an opportunity to investigate occupations and companies.
- It is also a great opportunity to receive job search advice from industry professionals.

EMPLOYERS EXPECTATIONS:

- Employers are looking to hire talented and well-prepared students.
- They are also seeking to increase awareness about their organization.
- They will be screening candidates for existing job, internship and co-op vacancies.
- A job fair allows the Employer to maximize their recruiting investment by meeting the maximum number of candidates within a short period of time.

BEFORE THE FAIR:

- You prepare for a Job Fair just like you prepare for an interview.
- Pre-register for the job fair when it is required/suggested.
- Attend any workshops that lead up to the job fair.
- Dress professional, ask thoughtful questions, have a polished resume.
- Research attending Employers & Jobs available.
- Identify a list of employers that you would like to meet.
- Develop a list of questions.
- Complete any online applications, if available, before the job fair.
- Prepare yourself!
- Develop a clear, concise, error-free resume.
- Polish your interview skills! Treat each meeting with an Employer as a job interview.
- If you need extra preparation, schedule a one on one mock interview with the Office of Career Development before the fair.

THE DAY OF THE FAIR:

- Make a professional impression.
- Dress to impress, make sure that you dress conservatively, it is much safer than trying to make a fashion statement.
- Be confident!
- Arrive early and allow yourself enough time to meet the Employers that interest you.
- Sell yourself: Introduce yourself, offer a firm handshake, and offer your resume.
- Tell the Employer why you are there and what sort of employment you are seeking.
- Make sure to briefly summarize your education, experience and strengths.
- Answer any questions that the Recruiter might have about you.
- Make sure before you leave, that you get a business card and company literature from the Recruiter.

AFTER THE FAIR:

- Follow up is essential!
- Mail thank-you letters to the employers within one week of the event. Most candidates don't do this and it is nice!
- Don't be afraid to be persistent. If an Employer tells you the next step procedures, make sure a reasonable amount of time has passed and send an email of inquiry or give them a call about the status of your application.

CHECKLIST:

- Portfolio
- Multiple copies of your resume
- Copies of unofficial transcript
- Copies of a list of references
- Appropriate professional dress
- Confidence
- A good attitude

www.pnc.edu/careers

careers@pnc.edu

(219)785-5498