

JOB FAIR ATTENDEE CHECKLIST



2023 CENTRAL ALBERTA FALL

JOB FAIR

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BEFORE THE JOB FAIR

- Research Companies:** Look into the list of participating companies and research their mission, values, job openings, and any recent news. This will help you tailor your approach and show your genuine interest.
- Update Resume:** Review and update your resume with your most recent experiences, skills, and achievements. Tailor it to match the specific roles you're interested in.
- Prepare Elevator Pitch:** Craft a concise and compelling elevator pitch about yourself. Highlight your skills, experiences, and what makes you a strong candidate.
- Set Goals:** Determine what you want to achieve. Are you seeking specific job openings, networking opportunities, or industry insights?
- Prepare Questions:** Develop a list of thoughtful questions to ask recruiters and employers. This demonstrates your interest and helps you gather more information about the company and its roles.
- Dress Professionally:** Choose appropriate attire that meets the industry's standards. Dressing professionally shows your commitment to making a good impression.
- Print Copies:** Print multiple copies of your resume to distribute to different companies. This is especially important for in-person events.
- Pack Essentials:** Bring a notepad, pens, business cards (if applicable), a folder to hold resumes and handouts, and any necessary chargers.
- Practice Networking:** If networking isn't your strong suit, practice introducing yourself and engaging in small talk. Confidence is key!

AT THE JOB FAIR

- Arrive Early:** Get to the job fair early to beat the crowds and have more focused conversations with recruiters.
- Map Out the Venue:** Get to know the venue's layout. Identify the locations of companies you're interested in to make navigation easier.
- Prioritize Companies:** Create a priority list of companies you want to visit first. This ensures you don't miss out on your top choices.
- Greet Confidently:** Approach recruiters with a smile, a firm handshake, and your elevator pitch ready. Make a positive first impression.
- Engage Actively:** When talking to recruiters, showcase your enthusiasm, skills, and genuine interest. Ask your prepared questions.
- Collect Business Cards:** If recruiters have business cards, take one to follow up later. If not, make a note of their names and companies.
- Take Notes:** Jot down key points from your conversations on the back of the company's handouts. This will be helpful when following up.
- Be Open-Minded:** Don't dismiss companies or roles that may not have been on your radar. Be open to new possibilities.
- Ask About Next Steps:** Inquire about the next steps in the hiring process for the roles you're interested in. This shows your proactive approach.
- Network with Peers:** Don't just focus on employers, network with attendees. You might learn about job openings or gain valuable insights.
- Mind Your Body Language:** Maintain good posture, make eye contact, and actively listen. Nonverbal cues are powerful in communication.
- Respect Time:** Be mindful of the recruiters' time. If the conversation is going well, don't monopolize it. If it's not a good fit, gracefully move on.

AFTER THE JOB FAIR

- Organize Notes:** Review and organize the notes you took during the event. Match them with the companies' materials.
- Send Thank-You Emails:** Send personalized thank-you emails to the recruiters you spoke with. Express your appreciation for their time and reiterate your interest.
- Follow Application Instructions:** If you were advised to apply online or through a specific channel, do so promptly. Mention your interaction in your application.
- Connect on LinkedIn:** If appropriate, connect with the recruiters and professionals you met on LinkedIn. Personalize your connection request.
- Reflect and Adjust:** Evaluate your experience and note what went well and what you could improve for future job fairs.
- Follow Up:** If you don't hear back within the timeframe mentioned, send a polite follow-up email reiterating your interest.

REMEMBER

Job fairs are not just about getting hired on the spot but also about building connections and gathering valuable information for your job search. Good luck.