

Job Fair Preparation -list

Before the Job Fair

- Conduct a self-assessment of interests, skills, abilities, personality type*
- Research occupations and local labor market*
- Research companies attending the job fair
- Create a 30-second “personal pitch” of your qualifications
- Prepare a list of questions to ask
- Practice answering questions you may be asked
- Create some personal business cards (have at least 50)*
- Create a dynamite resume that’s been critiqued!!

Morning of the Job Fair

- Get plenty of rest the night before
- Eat a nourishing breakfast and BRUSH YOUR TEETH!
- Prepare your wardrobe appropriately and meticulously
- Take a portfolio with pen/pencil/resume/business cards/note paper/samples of work if appropriate
- Prepare to arrive at least 2 hours before the job fair ends

During the Job Fair

- Turn your cell phone off
- Leave children at home with daycare/sitter
- Check workshop schedule and time employer visits accordingly
- Obtain a floor plan if possible, and go through entire job fair casually before approaching employers – survey the scene
- Approach employers with a smile, a handshake and your business card
- Collect business cards of employers and job seekers for future networking!
- Collect applications if appropriate for jobs you want to explore
- Determine what the hiring process steps are and how to follow-up

After the Job Fair

- Prioritize the information you obtained – be selective
- Follow-up on leads with emails, resumes, applications, thank notes/emails.

*** Check out www.joblinks.wetpaint.com for information about assessment, research, business cards, what a “personal pitch” is and other resources to help you with your job search.**

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