

Preparing For A Job Fair



Attending a job fair is a great way to get exposure to multiple employers and develop your network of career contacts. It is also an opportunity to find out valuable information about various industries, corporations, and different job positions. Employers participate in job fairs to meet jobseekers and recruit employees. They will provide you with general information about career options, as well as specific information about current openings within their company.

What You Need To Do

- Review the list of employers before attending a job fair. Figure out which ones interest you the most and go there first. It is also a good idea to determine where employers are located beforehand and in what order to visit them.
- Broaden your focus and include many types of employers. While you may not have considered working for a hospital, many hospitals recruit and hire professionals in different fields such as management and information systems.
- Be organized! Bring plenty of copies of your résumé and a folder or portfolio to hold all your materials.
- Have a pen/pencil and paper available to take notes.
- Introduce yourself. Be prepared with a brief introductory sentence for each employer. Tell them the type of position and career path you wish to follow.
- Be aware of time demands on employers. Do not monopolize an employer's time.
- Ask specific questions about the organization and career opportunities.
- Offer to follow up after the fair.
- Ask for employers' business cards for follow up discussions and correspondence.

What To Learn From Employers

- Employment and/or hiring trends.
- Skills necessary for different careers/jobs.
- Current/future openings.
- Salary, benefits, training, and other information about the organization.
- Who to contact for follow up discussions.

What Employers May Want To Learn About You

- Specific career/job objectives.
- Individual strengths and weaknesses.
- Contributions you will make to the organization.