

Tips for Success at a Job Fair



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Before the Fair – Prepare

- DO – Research. Look up the event website and register if necessary. If a list is available, read through which companies are attending.
- DO – Go to the company website for each business you are interested in. Read the “About us” section, and review their products and services. Check to see if open positions are posted.
- DO – Prepare an answer for the question “Why are you interested in this company?”
- DO – Prepare thoughtful questions to ask recruiters.
- DO – Practice talking about yourself. Prepare a 60-second “about me” pitch and summarize your skills, experience, and key accomplishments. For tips, visit <http://work.chron.com/sell-yourself-60-second-interview-17563.html>
- DO – Update your resume(s) and be prepared with copies to hand out.
- DO – Plan to dress professionally, including tidy hair.
- DO – Plan to arrive early. The first hour of the job fair is the best for talking to recruiters.

At the Fair – Maximize your time

- DON'T – Be intimidated or nervous; recruiters are there to meet you!
- DO – Think about what you will say to the recruiter before you approach the table.
- DO - Take the initiative to introduce yourself with a confident handshake and eye contact.
- DON'T – Interrupt if a recruiter is involved in a conversation; politely wait your turn.
- DON'T – Drop your resume on a recruiter’s table and walk away without introducing yourself.
- DO – Note the recruiter’s name and use it in the conversation if possible. Ask them for a business card or contact information.
- DO – Take notes about each company you talk to, including next steps in the hiring process.
- DON'T – Use bad habits such as playing with your hair, chewing gum, rubbing your nose, or using filler words such as “um”, “like”, or “you know.”
- DON'T – Say anything negative about your previous jobs, companies, or supervisors.
- DON'T – Ask about salaries or benefits at the job fair.

After the job fair – Follow Up

- DO – Promptly follow up with each recruiter. Send a professional email or business letter expressing your interest in the company.
- DON'T – Be concerned if you do not hear from them. Remember that recruiters are very busy.
- DO – Follow directions you were given to apply for positions.
- DO – Follow up with another email or phone call in a week if you have not heard back.

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