

## JOB FAIR GUIDE FOR JOB SEEKERS IN SIMCOE COUNTY

### Before the Job Fair

- Do your research! What companies will be at the job fair? What positions are available? Create questions you can ask the employers.
- Make sure your resume is up-to-date, has no spelling errors and highlights your knowledge, skills and experience.
- Bring extra copies of your resume. For companies you are interested in, have a cover letter ready to go along with your resume.
- How will you get to the job fair? Walking, cycling, public transit or your own transportation? Be sure to schedule yourself to arrive on time!
- Be sure you know your transportation options and have them available to you before applying to a job.
- Have your 'Elevator Pitch' prepared! This is your 30 second speech where you tell the employer about your career goals and interests so they can see how you match with their company.
- Be prepared for 'on the spot' interviews – practice sample interview questions ahead of time.
- Bring a snack with you to keep you fueled in case you need to wait in line for some time before you speak with employers.
- Attend the job fair with a friend who is job seeking. Plan your separate ways when at the job fair but attending with a friend can make the process less intimidating.
- Dress conservatively and professionally in an outfit you feel confident wearing. It is always better to be overdressed than under dressed when you are presenting yourself to an employer for a job opportunity.

### On your way to the Job Fair

- Remember to relax and be confident! If you prepared in advance you will do well!

### At the Job Fair

- Be sure to schedule enough time to get through the job fair without feeling rushed.
- Relax, be confident and be yourself. Remember that talking with employers is a conversation. It is your time to get to know the employer and for the employer to get to know you.
- Introduce yourself and t. Be aware of your body language. Show interest and enthusiasm. Share the skills you have gained in past jobs and volunteer positions that would be helpful and related to the jobs you are interested in to show employers you are a good fit.
- Ask employers questions. What particular skills are you looking for? What has been your experience working for this company? What are the next steps after the job fair?
- Do not be discouraged if employers are not accepting resumes on the day of the job fair. Use the opportunity to connect face to face with employers.
- Make sure your cell phone is silent and put away.

### After the Job Fair

- Follow up with employers as per their instructions.
- Consider sending a thank you card or email for any interviews that you had on the spot.