

CAREERSOLUTIONS COMMUNITY JOB FAIR

Tips for Attending a Job Fair *by David Rawles*

Many who attend job fairs lament about the disappointing experiences they encounter. What I have discovered is that most people attend job fairs with the wrong objectives -- many go to interview and to land a job. That may often lead to disappointment.

Try attending your next job fair with this set of objectives in mind: to network, to find out which employers are hiring and how their hiring process works; to connect with other job seekers so as to learn about leads they have discovered; to learn what hiring authorities and recruiters value in their candidates. Think of job fairs as a very efficient location to gather information from perhaps several dozen possible employers.

With networking as your objective, here are 13 Tips for Job Fair Success:

- **Know Your Target Job** - says you've defined success
- **Over-Dress** - says you're serious about this job search
- **Arrive Early** - says you're enthusiastic and ready to go
- **Bring Business Cards** - says you're a professional*
- **Bring Polished Résumés** - says you're prepared
- **Bring a Firm Handshake** - says you're confident
- **Bring a Rehearsed Two-Minute Drill** - says you're focused
- **Take Good Notes** - says you'll follow-up
- **Meet Ten Job Seekers** - says you're networking
- **Discuss Recruiters' Company** - says you're interested
- **Ask For Advice & Counsel** - says you're open to new ideas
- **Bring Your Calendar** - says you're well-organized
- **Bring a Smile & Use It** - says everything

*to order "*free*" business cards, visit www.careerworkshops.org

