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careerservices](http://parkland.edu/careerservices)



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Hours:

Monday - Friday

8am - 5pm



2400 W. Bradley Ave.

Champaign, IL 61821

Room U267

Tips for Job Fair Success

Before the Job Fair

1. **Prepare and update your resume.**
2. **Visit the Job Fair website to view the registered companies.** Decide which ones you are interested in and view their websites.
3. **Know what type of position you are seeking.** Employers respond well if you appear confident and focused on a specific career goal.
4. **Practice a 15-second 'sales pitch'.** Include your name, skills, education, and experience.
5. **Prepare a few questions** to ask the employers.
(see back for examples)

At the Job Fair

1. **Dress professionally.** Go easy with make-up, jewelry, and cologne. Iron your clothes, cover your tattoos, and if you smoke, wait until after you attend the job fair.
2. **Bring a folder with copies of your resume,** a notepad, and a pen.
3. **Be courteous and respectful of other candidates** when approaching an employer.
4. **Take advantage of this networking opportunity.** Gather information about the company, current and future positions, and how they prefer you apply.
5. Before leaving the table, **ask for his/her business card.** Thank the recruiter, smile, and offer your handshake.

After the Job Fair

1. **Follow up on all leads.** Send thank-you notes to recruiters with whom you spoke and reiterate your interest in working for their company. If you forgot to mention a selling point during the interview, now is your chance to mention it.
2. **Think of the job fair as your first contact** with employers, not your last!

(See back for example questions)

SUGGESTED QUESTIONS TO ASK EMPLOYERS

You may wish to ask employers some of the following questions:

1. What positions are you currently hiring for?
2. Do you plan to have additional openings or internship opportunities in the near future?
3. What kinds of skills and qualifications are you looking for?
4. What type of degrees, if any, do you require? (e.g., A.S., B.S., etc.)
5. Do you have a preferred method for applying? (e.g., online, in person, mailing, etc.)
6. Is there someone in particular that I should address my letter to? (e.g., Human Resources, Department Supervisor, etc.)

The Job Fair is not the time to ask questions regarding salary and benefits! Save those questions until a more appropriate time for negotiations, often during the second interview.