



Name: _____

Job Fair Prep

Be Prepared Get the Job

The most important part of a Virtual Job Fair is the work you do before you login. It is a little like training for a ball game before you go out to play in the big tournament. If you complete this worksheet before you go, you will be ready to compete and more likely to get a job. Make sure you give yourself plenty of time to prepare and practice!

Lesson 1. Know where to log on:

What is the location /address?

How will you get there on time?

Will you be using a computer, tablet, phone? Is it charged?

Child Care

Who:

Where:

What time:

How long will it take to get my child to their childcare, say goodbye and back to my computer to log in:

Lesson 2. Who will you be talking to?

If you can, know what employers are going to be at the job fair and who you want to talk to. Many job fairs have a website or flyers to give you more information. Once you have decided what employers you might be interested in, go online and see if they have openings that match what you are looking for. Apply for those jobs before you go to the job fair. When you get to the job fair you can introduce yourself, letting them know that you have already applied, and offer a copy of your resume.

Employers

List employers who are attending the job fair that you would like to talk to

Position

What job opening do they have that interest you?

Applied

Did you submit an application before attending the Job Fair?

Yes

Do you have any questions you would like to ask any of these employers?

Lesson 3. Job Skills

List any special skills, experience, certificates, training or education you have that might add to your skills / qualifications for the type of job you are looking for.

Skill/Certificate/Training etc	Where obtained	Why it will be beneficial	Proof/ Documentation

Lesson 4. Introducing yourself to employers

It is important to be prepared for how you are going to introduce yourself to employers. A virtual job fair can move quickly and there will be many other people looking to talk to the employers. You need to be able to introduce yourself quickly and effectively. This will make you stand out from the crowd. Be prepared, practice and put your best foot forward!

ELEVATOR SPEECH: **Practice** **Practice** **Practice**

Lesson 5. Prepare you Resume

- Is it current/up to date?
- Free of spelling or grammatical errors?
 - always have someone review your resume. You never want to submit a resume that has not been looked at by a second set of eyes. There are many places you can go for help with your resume such as:
 - The Library
 - Goodwill Job Connection Centers
 - Pima County Arizona at work

Lesson 6. Be prepared for an interview

Some employers like to interview and hire candidates directly from the job fair. If you have already submitted an application and introduced yourself effectively, you could very likely be the next person they want to interview.

Practice Interviewing

Schedule a time to practice interviewing with someone you trust to give you honest feedback. AND, if time permits, seek out some additional assistance from one of the resources listed on the DREAM Resource Library

Practice Interviewer (who?)	When /Where

Lesson 7. Hygiene and Appearance are VERY Important

You only have one chance at a first impression and you don't want to draw attention to yourself for any of the wrong reasons. Dress like you would for a job interview.

Check yourself

What are you going to wear?

Try it on –does it still fit?

- See how it fits you from both a sitting and a standing position.
You don't want your buttons popping open, or spreading apart while sitting
- Your shirt stays tucked in and does not rise above your pant line when you sit your bend over
- Be sure to wear professional clothing on the top and bottom even if you're only on camera (you may have to suddenly stand up)



How long has it been hanging in the closet?

Should it be washed? –if you haven't worn it in a while, you smoke or have pets the answer is YES!

Do you need to cover tattoos or take out piercings?

(Even if typically allowed in your profession they may not be appropriate for a job fair)

When is the last time you had a haircut?



Lighting and Location

Be sure that you are sitting in a location where there aren't a lot of distractions or noises. Be sure that your face is well lit (maybe facing a window) and that there are not a lot of people or things moving in the background.

Lesson 8. Labor Market Research on Wage

While you will never bring up wage or salary at a job for, or during an interview it is important to be prepared for a conversation about wages if the employer brings it up. With all this preparation, you just might find yourself with a job offer and you should be prepared to discuss wage if you are asked!

What is the typical wage for the position(s) I am interested in?

Wage Range	Low Wage (10 th percentile)	Median Wage (50%)	High Wages (90 th percentile)
National/ United States			
Arizona/Local			

How much experience do I have? _____

What would a reasonable offer be? _____

What is the least amount I am willing to accept? _____

DON'T FORGET TO ASK FOR A BUSINESS CARDS SO YOU CAN FOLLOW-UP WITH THANK YOU LETTERS TO THE EMPLOYERS YOU TALKED TO. AT THE END OF THE INTERVIEW

- You can ask when they hope to make a decision by

Lesson 9. AFTER THE JOB FAIR

Follow-up

Follow-up is very important after a job fair because you are one of many people the employer talked to that day you want to make sure they remember you when they get back to the office and start considering all the candidates they met that day.

Get those letters sent out the next day!

Thank you letter

Send to: Company Name: _____
 Name of person I talked to: _____
 What you talked about: _____

Send to: Company Name: _____
 Name of person I talked to: _____
 What you talked about: _____

Thank you letter

Send to: Company Name: _____
 Name of person I talked to: _____
 What you talked about: _____

Send to: Company Name: _____
 Name of person I talked to: _____
 What you talked about: _____
