

Career Fair



What is a Career Fair?

Also referred as a Job Fair or Career Expo.

An Event that allows Job Seekers to meet with potential Employers, make contacts, find out details about job openings, and submit resumes.

Before You Attend:

1) Register

Job Seeker Signup:
Sign up not required for students or alumni at BridgeValley CTC Career Fairs.

2) Research Employers

- Review Company Website
- Company History
- Social Media

3) Portfolio/Resume

- Create/Update
 - Bring enough copies for each potential employer!

4) Develop A "Self-Pitch"

- Approximately 30 seconds about yourself
 - Who are you? What value would you bring to the company? Any unique accomplishments? Why this company should hire you?
- NOT a verbal resume.
- Practice until you are comfortable and ready to present!

5) Questions to Answer & Ask

Potential Questions:

- Can you tell me about yourself?
 - Sales Pitch time!
- Tell me about your skills.
 - Use 4-5 skills needed for the job.
- Why do you want to work for us?
 - Be honest!
 - Examples: You shop there; use their products; friend/relative works there; etc.

Do Ask:

- Could you describe your ideal person for this job?
- What kind of training can I expect?
- How can I set up an interview and follow up?

Do NOT Ask:

- What is the pay range?
- Can you tell me about your company?
 - Rephrase as, "What do you like best about working for Company Name?"
- What benefits and vacation time are offered?

While You Attend:

1) Dress for Success

- Business Casual is appropriate.
 - Dressy top and dress pants or khakis.
 - Skirts/dresses should not be too short.
 - Knee length is recommended.
 - Comfort is key.
 - Shoes should be comfortable.
 - Be able to move around easily in what you wear.

Avoid:

- Jeans
- Scuffed shoes
- Wrinkled clothes
- Sleeveless tops
- Excessive makeup or jewelry

2) Game Plan

Work list of prioritized employers.

- Don't rush with ANY employer!
- Not necessary to go to EVERY station.

3) Tips to Keep in Mind

- Silence your phone.
- Do NOT chew gum or eat.
- Shake hands & look recruiters in the eye.
- Keep it positive.
 - About yourself and former employers.

After You Attend:

1) Thank Recruiters

Send a hand-written note and mail it.

- Thank recruiter for speaking with you.
 - If unable to speak, introduce yourself. Sales Pitch time!
- Mention which fair you met and which position you are interested in.
- Add an important selling point you may have forgotten.
- Include your resume!

2) Take Action

If directed to apply for positions online, do so immediately!

- Email recruiter that you applied online as requested.

3) Follow-Up

Stay in touch with the recruited you met.

- The idea is to become their first person they think of when a previously closed job re-opens or a new position opens.

FOR QUESTIONS
CONTACT CAREER SERVICES:
CAREERSERVICES@BRIDGEVALLEY.EDU