



## HOW TO MAKE AWDA JOB FAIRS WORK FOR YOU

### **Why attend a AWDA job fair?**

- \* Job contacts
- \* Explore careers
- \* Employer contacts

### **Why do employers go to AWDA job fairs?**

- \* To increase the awareness of their organization and the work they do
- \* Provide career information
- \* To make contacts with prospective employees
- \* To look for candidates for available jobs

### **How to prepare for a job fair:**

- \* Clarify your goals – Why are you going to the job fair and what do you want to accomplish?
- \* Prepare a list of questions to ask employers
- \* Develop an effective resume
- \* Prepare a one minute commercial to present yourself – introduce yourself, be knowledgeable about the organization, express interest, tell them what you can offer them

### **How to communicate effectively to an employer (verbally & non-verbally):**

- \* Dress professionally
- \* Be enthusiastic
- \* Maintain good eye contact
- \* Present your professional resume
- \* Ask appropriate questions
- \* Answer questions concisely
- \* Have your presentation materials readily available
- \* Don't smoke, chew gum or engage in other mannerism that may be distracting
- \* Ask about the content of the position before inquiring about salary

### **Follow-up:**

- \* Ask for the employer's business card
- \* Find out what is the best way to follow-up
- \* Ask who the appropriate contact is
- \* Ask when would be the best time to follow-up

### **› THREE KEY POINTS:**

1. PREPARE
2. COMMUNICATE
3. FOLLOW-UP