

## **JOB FAIR RESOURCES**

### **Instructions for Video Communication Applications:**

All of the participating vendors for the job fair will be employing user friendly video communication applications. There are some video instructions provided below to help you learn how to use these platforms before the job fair if you are unfamiliar with them:

#### **Zoom:**

[Joining a Zoom Call for the First Time](#)

[How to Join a Zoom Call - The Basics](#)

#### **Google Meet:**

[How to Join a Google Meet meeting](#)

[How To Join a Google Meet](#)

#### **GoToMeetings:**

[How to Join a GoToMeeting as an Attendee](#)

[GoToMeeting - How to Join a Meeting](#)

#### **Microsoft Teams:**

[How To Join a Microsoft Teams Meeting](#)

## **How to Prepare for the Job Fair:**

### **BEFORE THE JOB FAIR**

#### **Research Participating Organizations:**

Identify the organizations that will be participating in the job fair and conduct some research. For example, visit the organization's website so that you can learn about the work that the organization does. There is a handout provided for the November 18<sup>th</sup> job fair that lists all of the participating organizations along with some information about them.

#### **Update your Resume:**

Organizations at the job fair may ask you to provide a copy of your resume. Be prepared to send or upload your resume during the job fair event. Take some time to review this document and make any updates, edits, or changes that might be necessary. The same goes for your LinkedIn profile.

#### **Prepare Your Technology:**

Make sure that your computer is ready to go. For example, make sure that your battery is fully charged before the event begins. Although it is acceptable to use your phone if you have no other options, the ideal situation is working from a desktop computer or laptop. It is a good idea to have your phone easily accessible (charged and on silent) so that if there are any technological glitches with your computer, you can use your phone as a backup. Make sure that you are aware of the platform(s) that will be used during the job fair. There are some video resources that are provided for you in this document (see above).

#### **Prepare Your Clothing:**

Make sure that you have a professional outfit to wear during the job fair. Even though this is a virtual event, employers will be expecting prospective candidates to dress in a professional manner. Although your lower half may not be visible, it is suggested that you dress professionally from head to toe for a job fair. This will help your mindset and enhance your ability to project yourself in a professional manner.

#### **Prepare Your Environment:**

Make sure that you have a quiet, clean, distraction free setting to participate in the job fair. Have a comfortable chair to sit in. Think about what will be in the background and what the employer will see in your surroundings. You will want employers to focus on you and not the room that you are in. Therefore, the ideal is to be in a place that is free from clutter and/or visual distractions. Also consider

the lighting for the time of day. You want the prospective employers to be able to clearly see you. If, for example, you are sitting with your back to a window on a sunny day, it is likely that your face will be in shadow and not clearly visible.

It is likely that you will get a lot of information during the job fair, so have a pen/paper nearby so that you can jot down any notes that you can review after the event.

**Prepare Some Questions:**

The job fair is an opportunity for you to learn about the organizations and help you to make some informed decisions about where you might like to work. Spend some time thinking about the information that might help you to make these decisions. Employers appreciate candidates who ask questions as it can convey genuine interest in available positions.

**Prepare Some Responses:**

You should arrive at the job fair prepared to answer some questions that the prospective employers might ask. These might include the relevance of your prior experience to their work, the types of positions you are looking for, and/or what interests you about their organization.

## **DURING THE JOB FAIR**

**Be Engaged:**

This is an opportunity for you to meet with prospective employers face to face, so take good advantage of this opportunity by being engaged in the presentation and/or any conversations. This includes making eye contact, giving your full attention to the speaker, having good posture, and answering questions that are posed to you in a confident manner.

**Communicate Clearly:**

Remember to speak clearly so that you can be heard. If you need to use the 'chat' function, make sure that your written speech is also professional. For example, this is not the right setting for using slang, emoticons, or acronyms (such as LOL).

**Be Assertive:**

This is where the questions that you prepared can come in handy. Remember that this is an opportunity to learn what you can about the organization so if opportunities are presented for you to ask questions, take advantage of them. Ask employers how they can be reached after the job fair is over so that you can follow up as needed.

**Take Notes:**

It is likely that you will meet a number of different employers and get quite a bit of information. If you are able to take notes, this will help you keep track of critical pieces of information after the event is over.

**AFTER THE JOB FAIR**

**Send a Thank You:**

A follow up is an opportunity to thank the employers for their time. It is also a way to refresh an employer's memory about who you are since it is likely that they will be meeting many people during the job fair. It is also a way to continue to demonstrate your genuine interest in the organization. You can also connect with employers through LinkedIn.