

# Washtenaw Community College Employment Services Center

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## JOB FAIR: PRACTICAL TIPS FOR SUCCESS

A job fair can sometimes be confusing. To be successful at a fair you need to develop a plan of action that gives you confidence and sets you apart from the crowd.

### PREPARING FOR THE FAIR

- Obtain a list of employers attending the fair. Research the employers that interest you. Organize the employer list in your order of priority.
- Review standard questions asked in interviews.
- Attendance at job search planning workshops is strongly encouraged.
- Participate in mock interviews.
- Plan exactly what professional clothing you will wear.
- Gather essential items to take to the fair: a letter-sized portfolio with notepad and pen, copies of your resume, and references.

Have pertinent information (addresses, dates, etc.) on hand in case you are asked to fill out an application.

### ARRIVING AT THE FAIR

- Orient yourself to the facility by locating interviewing areas, telephones, etc.
- Sit in a quiet area to review the list of employers.
- Make sure you take a break during the day to assure that you look and feel your best.

Be professional and be polite at all times. Remember you are on stage even as you stand in line or move about the interview area.

### APPROACHING THE INTERVIEWER

- As you approach the interview table, respect other people's privacy as they complete their interviews.
- As you approach the interviewer, establish eye contact, present a firm handshake and introduce yourself.
- Be confident and assertive during the interview.
- Be prepared to talk about yourself, i.e., your program area, why you chose it. Do not wait for the recruiter to start asking questions.

Remember, you will have only a few minutes to speak with an employer.

Over

A list of participating job fair companies is available in the Employment Services Center and on the website ([www.wccnet.edu/employment/](http://www.wccnet.edu/employment/)). Information about specific employers is usually available on the Internet. Additional interview tips are also available in the Employment Services Center.

### **INTERVIEWING FOR THE POSITION**

- Know what you want, what you have to offer, and what questions you will want to ask about the company.
- Listen carefully to the interviewer.
- Try to show interest by smiling and responding to questions with specific examples.
- At the end of the interview, offer another firm handshake and thank the interviewer for their time.
- Ask for the interviewer's business card. This will give you the correct address and spelling of the interviewer's name.
- Walk away with confidence—remember you are still on stage.

After the interview, go to a quiet area and make notes on the conversation. Then prepare for the next interview.

### **FOLLOWING UP AFTER THE FAIR**

Send a thank you letter addressed to the specific interviewer(s) restating your interest in the position. Offer to provide any additional information and close on a positive note.