

### **What is a Job Fair?**

At Cuyahoga Valley Career Center's Commons, you will find representatives from many local businesses that have openings for summer or part-time positions. Each business will have a table and you will be able to talk to representatives from companies you are interested in. Tables will be color-coded so you will know the age group of students they are interested in hiring. Most companies will bring applications for you to complete that evening.

They will ask you about your skills, interests, and when you can work! You should ask them about the company, the types of positions available, and (if you're interested), what steps you should take to apply for the job. Some might even hire you that evening!

All students from the following school districts are welcome:

Brecksville/Broadview Heights

Cuyahoga Heights

Garfield Heights

Independence

North Royalton

Nordonia Hills

Revere

Twinsburg

If you have any questions, see your Career Specialist or Guidance Counselor.

### **What to bring to a Job Fair:**

- Copies of your **resume** and **reference** sheet (at least 20 copies).
- Previous employment history (including names, addresses, phone numbers, and supervisors' names).
- Pen and white out for completing applications.
- Paper for taking notes.

### **What to wear to a Job Fair:**

Dress as if you're going on a job interview:

- Clothes should be neat and clean
- No jeans!
- Minimal cologne, jewelry, and makeup

### **What to do before the Job Fair:**

- Download the **job application**. **Complete and bring it with you** to the Job Fair.
- Create a **resume** and list of **references**. Have others proofread them to make sure there are no errors.

- Find out which companies will be at the Job Fair. If you don't have time before the day of the job fair, take time before you walk in to review the information.
- Decide which companies you are interested in. Plan to speak with 3-5 employers.
- Research the companies you plan to speak with. Know something about the company and opportunities available before you arrive.
- Decide what you will wear that is neat and professional. Select what you would wear to a job interview.
- Think about your introduction to employers (30 second commercial):

Information to include in your introduction to employers:

- ✓ Name
  - ✓ Class (freshman, sophomore, junior, senior)
  - ✓ Career interest
  - ✓ Opportunities you are seeking
- ✓ Relevant experience (school, volunteer, work).

#### **What to do at a Job Fair:**

- Approach employers with a smile, handshake and enthusiastic attitude.
- Be prepared with your 30-second commercial and be sure to introduce yourself to employers.
- If you see a line of students forming behind you, move on. This is not an interview. You can follow-up with employers later or arrange another time for an interview.
- When you give an employer your resume or completed application, ask what the next step in the process is.
- Ask employers for a business card. If they do not have a business card, write down their information (name, title, company, address).

#### **What to do after a Job Fair:**

- Take notes on each of the employers you spoke with and contacts you made.
- Review the company literature and information you gathered while at the Job Fair.
- Follow-up with a phone call or letter to each of the employers you spoke with and request an interview. Don't assume employers will contact you.

#### **What NOT to do at a Job Fair:**

1. Don't dress inappropriately or in casual clothes.
2. Don't bring backpacks, purses, coats or other large items into the Job Fair. Carry your resume, references and employment information in a folder or portfolio.
3. Don't walk around the tables with a group of friends. Interact with employers on your own.
4. Don't arrive at the Job Fair without your resume, references and employment information.
5. Don't walk up to a table and wait for the employer to talk. Be prepared with your introduction.
6. Don't tell the employer you will take any job or ask what jobs they have. Know something about the employer and opportunities available before you approach the table.
7. Don't walk around grabbing free stuff.