

JOB FAIR CHECKLIST

RESEARCH REGISTERED EMPLOYERS

Get a list of the companies attending the fair and research the ones you want to interview with.

TAKE MULTIPLE COPIES OF YOUR RESUME

Bring at least two copies of your resume for each company in which you're interested. Follow our resume guide, submit it for an online review, or book a one-on-one appointment with a Career Support Peer for further improvements.

BRING YOUR PORTFOLIO AND/OR BUSINESS CARDS

Consider bringing samples of your best work along with your business card. While most interviews are fairly short, there may be an opportunity for you to discuss your portfolio with a recruiter. If not, exchanging business cards will get you the person's contact information so you can reach out to them in the near future. To learn more about what goes in a portfolio, refer to our guide.

WEAR APPROPRIATE ATTIRE

While you don't necessarily need to wear a suit, a business attire is essential, whether casual or conservative. Know what's the appropriate attire for your profession, and dress accordingly. Read our resource on how to dress for a job fair.

DEVELOP A STRATEGY

You need to develop a plan for the job fair. You've already started it by researching the companies you want to interview with. Now the second step is to double check if any new company has registered when you arrive at the fair. Refer to the floor plan of the fair to determine a strategic order for interviewing. Some experts say it's best to meet with your top choices first, interview with your other choices throughout the day, and then return to your first choices at the end of day to thank them again for their time. Either way, remember to stay flexible if you wish to avoid long lines.

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□ **PREPARE FOR INTERVIEWS**

You may only have a few minutes to market yourself, so it's important to prepare a quick and effective elevator pitch to protect yourself from being screened out. Think of the key benefits you can offer the company, and highlight them at the beginning of the interview. Don't forget to make eye contact, offer a firm handshake and show enthusiasm. You may be asked questions along the lines of "tell me about yourself," and "what are you here for today?" Make sure you also have some questions to ask the interviewer. Lastly, avoid fidgeting, rocking, chewing gum, and other poor communication bad habits.

□ **NETWORK WITH EVERYONE AT THE FAIR**

Job fairs are all about networking. Although your focus will primarily be on building a network with recruiters, it's also an invaluable opportunity to connect with fellow job-seekers and share information about job leads, companies, and potential opportunities they might be able to refer you to.

□ **FOLLOW UP WITH RECRUITERS**

Last, but definitely not least, follow up. You will be surprised at how many job-seekers skip this important step. So, if you actually take the time to follow up after the job fair, you will get an edge over many others who do not. You may choose to go with the more traditional way and mail a thank you note to the recruiter the next day. Follow our tips on how to follow up if you need to refine your letter.

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