

1. Research

- Who is going to be at the fair?
- Check out their websites
- Manage your time
- The more you know, the more they listen
- Shows that you value their time

2. Preparation

- Pre-register at www.connectingcolorado.com
- Map out a strategy
- Polish the portfolio
- Rehearse your answers
- Get organized

3. Be Ready

- Resumes and summary sheets
- Business cards
- E-portfolio on disc
- Actual interview

4. Deliver the Message Quickly

- Rehearse for each employer
- Sound bite
- Know what skills to present
- Know what work interests you
- 2 minute elevator speech
- The kind of company you want to associate with

5. Resume

- Focus on the work
- Have more than one resume
- Have text resumes as well
- Have plenty of copies
- Have summary sheet(s) ready

6. Plan Questions

- If you have the time
- How departments are organized
- How your skills will be used
- Ask what the interviewer likes about the company
- Connect with the recruiter
- Show knowledge about the company
- Mention recent news
- New product
- Acquisition
- How the company is right for you

7. Take Advantage

- Brochures and written information
- Learn who the Ideal candidate is
- Don't visit and waste time
- Avoid discussing the obvious

8. Be Prepared to be Interviewed

- Other Elevator speeches
- Self, education
- Early work experiences
- Accomplishments
- Recent work achievements
- Current status; make it relevant
- Professional summary

9. First Impression

- More important
- Poise and appearance
- Practice standing
- Smile and eye contact
- Dress appropriately

10. Dress Appropriately

- Dress the part - employee
- Business attire
- Shoes – prepare to stand
- Error on the side of conservative
- Respect the interviewer

11. Be Organized

- Plenty of resumes
- Use a nice folder
- Two pens for note taking
- Keep a notebook handy
- Write down your questions in advance

12. Preparation Review

- Sell Yourself
- Scouting trip
- Research companies beforehand
- Rehearse your message
- Plan questions
- Dress for success
- Resumes and business cards

13. During the Fair

- Arrive early to get your bearings
- Check for last minute additions
- Be courteous, polite
- Network with others

14. Keep Lively

- Don't be daunted by the line
- Rehearse – keep focused
- Talk to companies that fit
- Maintain your poise
- Appearance will be noticed
- Plan your day, take a break if needed
- Remember water, food, medicine
- Don't eat and talk
- Do not fabricate, guess or generalize
- Do not engage the interviewer in debate

15. Trade Business/Networking Cards

- Create a mini resume/business card to hand out to employers and job seekers you meet standing in line.
- Get the interviewers business card for follow-up and networking

16. Keep Records

- Who you talked to
- Who you might talk to
- What was discussed?
- What was traded?
- When to follow up and with whom

17. Stay Focused With Recruiter

- This is your chance to connect
- Be Real – Build a Relationship
- Thank the Interviewer
- Send a follow-up letter after the Interview

18. Interview Review

- Be organized
- Grab the written information
- Have the appropriate resume ready
- Deliver the message quickly
- Get the interviewers business card

19. Job Fair Don'ts

- Be negative, about a previous employer or your school
- Be afraid to talk
- Discuss salary or benefits
- Bring your children or anyone

20. After the Fair

- Write thank-you notes to recruiters
- Write notes to your network additions
- Organize the contact information
- Create a follow-up plan