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Job Fair Checklist

- Take adequate time to **update or put together your résumé**. Utilize free help provided by Livingston Workforce Services to create or update your final draft. Ensure that you make enough copies to, at a minimum, cover your list of top 10 “target-employers”.
- Update your LinkedIn Profile**. Follow guidelines to prepare a well-crafted profile. If possible, follow LinkedIn experts on LinkedIn. They will sometimes offer free webinars to improve your profile. Be sure to include your LinkedIn address on your résumé.
- Research the employers that are attending the fair**. Create a “targeted” employer list and conduct research on each. Know their primary products/services and be prepared to answer why you want to work for them. Develop a strategy to meet priority employers first.
- Be able to clearly identify why you are at the job fair**. Are you looking for full time, part time, internship, or volunteer opportunity? Maybe you are just there to network for when you DO begin your job search. Just be able to clearly articulate that.
- Prepare a 30 second Introduction**. Practice telling your career goals and strengths in 30 seconds or less. Convey your knowledge of the company and express your interest in them.
- Practice your handshake**. A firm confident handshake makes a great first impression.
- Plan to **“dress to impress”**. Professional / Business Casual attire is recommended.
- Develop 3-5 specific question you’d like to ask your targeted employers**. This will not only allow you stay on track and allow yourself to speak to everyone on your list, but it will demonstrate your organizational skills and your level of commitment.
- Bring a note pad** to write notes on the answers to your questions and any other valuable information that will assist in your research.

Job Fair Etiquette

- ✓ **Arrive early.**
- ✓ **Silence your phone.**
- ✓ **Approach employers confidently/ calmly.**
- ✓ **Carry portfolio with résumés and notepad.**
- ✓ **Be sure to have a writing utensil.**
- ✓ **Jot down meeting notes.**
- ✓ **Ask for business card or other contact info.**
- ✓ **Clarify steps to apply for their positions.**
- ✓ **Follow up with recruiter and write a personalized Thank You note.**
- ✓ **Try to avoid slang or jargon.**