

## **WHAT TO KNOW ABOUT THE CENTRALIA COLLEGE JOB FAIR?**

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

At a Job Fair, many employers come together, all in one place, all on the same day, so that the employers and job hunters can meet each other, face to face.

At Centralia College, the annual Job Fair is held in the Health and Wellness Center (gym). Each employer has a well identified table, staffed with their recruiters.

Visitors can walk around and gather information from each company, as well as to ask questions and talk to the recruiters (employer representative at the tables).

### **Does it cost?**

Centralia College's Job Fair is free to the students and general public.

### **What happens at a Job Fair?**

You meet with the recruiters, ask questions and get their information. If desired, you give them your resume, with the goal being to get a job interview.

### **How to prepare to attend a Job Fair?**

Before the Job Fair, you may contact the Student Job Center to obtain a list of employers who will attend. Decide which employers interest you and gather information about the employer by reading literature, visiting their website, or calling them. What are they about? Why would you like to work there? After your research, you'll be more prepared to speak to the recruiters and will make a better impression.

### **Should I bring my resume?**

You should create a resume before attending a Job Fair. Bring several copies of your resume with you. There are several resources here on campus you can use to help you prepare a resume:

- Visit the Kirk Library (resume section 650.142) or the Advising/Counseling Center for books on resume information.
- The Student Job Center has a list of websites offering resume templates you can use.
- Worksource Lewis County (in the Lewis County Mall) offers FREE resume writing workshops the 1st and 3rd Thursdays of each month from 9:30am-11am (go2worksource.com to register), as well as an interviewing class every 1<sup>st</sup> and 3<sup>rd</sup> Friday from 9am-11am. They also have a "Win Way" computer program that visitors can use to produce a completed resume.

*If you don't have much work experience, you may add a section to your resume about school projects, volunteer projects, home projects, or perhaps a section about special skills and abilities (i.e.: computers, tools, talents, languages).*

### **Is there anything else I should bring to the Job Fair?**

Optional items that you could bring to provide to the recruiter:

- Examples of spreadsheets, presentations, research, reports, graphic design work, or web pages, etc. that represent your accomplishments
- A summary of your accomplishments
- A list of certificates, honors, or awards
- A list of related training, classes, workshops you have attended
- Photocopies of professional credentials, such as licenses or certifications

### **What should I wear to a Job Fair?**

Dress professionally: Shower and make sure that your grooming is impeccable. Plan in advance what you are going to wear, and be sure everything is neat, clean and pressed. Professional, yet conservative attire is best. Remove all visible piercings that are unusual, and cover tattoos.

### **What is a good handshake?**

Use your full hand, palm to palm and grip firmly, but don't crush. Have direct eye contact, smile and pump the hand two or three times.

### **How should I begin my conversation with the recruiter?**

Remember that you will have a very short conversation. There will be many others needing to speak to the recruiters, as well. Offer your name, mention the type of position(s) that you would be most interested in and briefly share your experience, skills and accomplishments. Practice your approach. Use a mirror or have someone listen to you before attending the Job Fair.

### **What type of questions will the recruiter ask?**

Following is a list of common questions. Practice answering such questions:

- Tell me a little about yourself?
- What type of skills do you have?
- What do you know about our company?
- Why do you want to work for us?
- What are your career goals?

### **What should I ask the recruiter?**

Be prepared to ask the recruiter a few questions. Following are examples:

- What qualifications may set me apart from other candidates?
- What types of training do you offer?
- Can you describe a typical day for someone working as a (?) at your company?
- Are there challenges I should be aware of?
- What do you like most about working for your company?
- Is the company facing any challenges during these economic times?

*Avoid questions about things such as pay ranges, benefits, vacation time, or perks. And don't ask the employer a question, like, "Can you describe your company?" You should have already done your research.*

### **What happens after we both share our information?**

If you are interested in a job with this employer, leave the recruiter your resume and any other documents you have brought to share. Ask for a business card. Then ask the recruiter how they would recommend that you follow up. After leaving the table, make sure to write down their recommendation.

### **Should I follow up with a Thank you note?**

Absolutely! A thank you note reinforces your interest in the position and will add a note of professionalism to your application. Make it a handwritten note, rather than an e-mail and do it as soon as you get home from the Job Fair.

### **Are there any other tips?**

- Get a second opinion on your attire before attending.
- Get a list of the employers ahead of time.

- Give yourself some encouraging self-talk. Employers are there to meet with you, so don't be shy.
- Don't chew gum, eat or drink at the employer tables.
- Allow enough time to see all the recruiters that you would like.
- Plan how you will navigate the Job Fair.
- If you didn't research a particular company, take some literature from their table and go somewhere else to read it before returning to the table to have a discussion with the recruiter.
- If you don't have time to speak to all recruiters, take their card and send them a letter and resume.

**JOB FAIR 2016**  
**Thursday, April 28th**  
**10am-1pm**  
**Centralia College Health and Wellness Center**