

HIRING EVENTS: MAKING A GREAT FIRST IMPRESSION!

When you walk into a career fair or hiring event, it can be intimidating and overwhelming. It's no surprise that these types of events can be stressful; you're there to apply for a job that many other attendees want as well. However...prepare and set yourself apart at these events.

BE CONFIDENT!

Work the room with confidence by having an "elevator pitch" prepared. Practice what you want to say prior to the event. Plant seeds of curiosity within those to whom you speak. Walk away from your mini-interviews with the recruiter wanting to know more about you.

SET GOALS!

Think through what you want to get out of the event prior to your arrival. Consider how you can drive conversations towards the goals you would like to achieve. Be sure to gather the information you need regarding companies or job opportunities. Walk away from conversations knowing if a company or a job is a good fit for you.

BE PREPARED!

Don't take for granted the time you have in front of people who make hiring decisions. There are a number of things you can do to be sure you're ready. Here are some examples:

- 1** Have your resume in tip-top shape, along with your certificates, awards and other documents demonstrating your skills.
- 2** Have your elevator pitch prepared and memorized. Practice in front of a mirror or with a friend or family member.
- 3** Have a few stories of accomplishments ready to share.
- 4** Look at the list of companies attending the event.
- 5** Research the companies you are interested in pursuing. Find out what job openings they have and know the job requirements.
- 6** Prepare a list of questions to ask the recruiters.



RECIPES FOR CAREER SUCCESS

ASK QUESTIONS!

Don't be afraid to ask for the information you want to know. Here are some sample questions for you to consider.

Ask about a specific role within that company.

If you meet with a recruiter and ask if the company has job openings, you may be referred to the company's website. This let the recruiter know you didn't do research prior to the event. The better approach is to research the company and available jobs before the hiring event. Share what you know about the company and some things you like about it. You can also share what you know about available positions and why you think you would be a good person for the position.

Example:

What are some of the top key skills you are looking for in someone to fulfill this position?

If any of the skills the recruiter mentions match your background, share your experience.

Ask about their hiring process

Some companies have many stages within the hiring process and it may take weeks, or even months, before a decision is made.

Example:

What are the stages in a typical hiring process?

Ask about their experience or what they like about working with that company.

Everyone loves to talk about themselves. This is also an opportunity to learn about their culture.

Example:

How long have you been with the company?

Find out about what the company does with the community.

Do your research before the event, but feel free to ask the recruiter questions.

Example:

Does the company do things to help the community?

Ask how you can stay in touch.

Close out your time together by asking about what comes next. Be sure to ask for the recruiter's contact information and confirm the best way to follow up.

Example:

What would be the next step to take after meeting you today?

SHOW APPRECIATION!

Be sure to say thank you at the end of every conversation.

FOLLOW UP!

Do what you say you're going to do and follow up on every conversation you have. Your conversation may lead to a job, so take it seriously.