

HOW TO STAND OUT TO EMPLOYERS AT A JOB FAIR!

Presented by: Jefferson County
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OBJECTIVE

In this presentation we will provide an overview of how to stand out to employers at a job fair by offering information and tips.

FOLLOWING THIS PRESENTATION YOU WILL BE ABLE TO:

1. Prepare in advance for a job fair
2. Prepare to fill out application
3. Act Professional!
4. Dress up!
5. Two-minute pitch
6. Demonstrate your skills, talents and experiences with application, resume and interviewing tips
7. Follow up!

PREPARE IN ADVANCE FOR A JOB FAIR

- Register early
- Research the companies before hand
- Find out what they do and what positions are open
- Use the internet or call the company
- Be prepared to answer the question “Why do you want to work for us?”

PREPARE TO FILL OUT THE APPLICATION

- Social Security Card Number

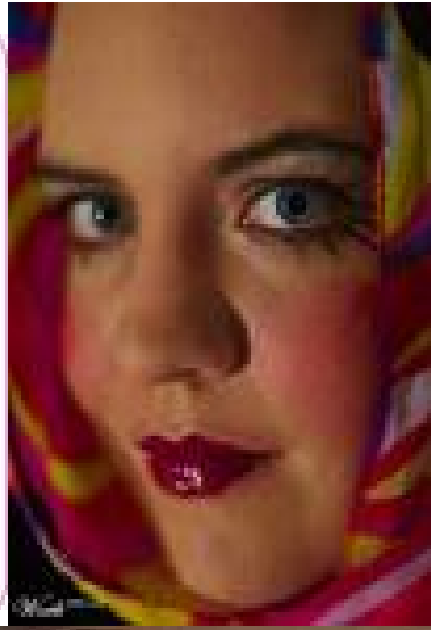
You will need to know your number to register with the Jefferson County Workforce Center before entering the Job Fair

- Drivers License or State ID
- Appropriate Email Address
- Pocket Resume
- Actual Resume or Application

ACT PROFESSIONAL!

- Make a positive first impression
- Look professional
- Appropriate interview attire
- Handshake
- Eye contact
- Posture
- Enthusiasm
- Smile
- Go alone and catch up with friends later.

WHICH IS APPROPRIATE?



DRESS UP!

Ladies

- No Short Skirts
- No Low Tops
- Dress Pants/Skirts
- Dress Shirt
- Dress Shoes
- Nylons with Skirts

Gentlemen

- Button Up Shirt
- Black or Khaki Pants
- Tie (great if you have one)
- Dress Shoes
- Dark Socks

*****Make sure your outfit is clean and ironed!**

DRESS UP WITH GOOD GROOMING

- Shower
- Brush teeth
- Shave
- Haircut, if needed
- Deodorant
- Light makeup
- No perfume or cologne
- Be well rested

WHAT IS A 2 MINUTE PITCH?

It is a short statement to introduce yourself to employers. It consists of the following:

- Who you are (your name)
- Your educational background
- Your job objective/goal
- Relevant skills, abilities and accomplishments
- Why you stand out among your peers

WHY USE A 2 MINUTE PITCH?

- To make a good first impression on an employer
- Convey to a potential employer what skills and abilities you have to offer
- To explain in what direction your job hunt is going

TIPS FOR USING A 2 MINUTE PITCH

- Say it enthusiastically
- Smile
- Use appropriate gestures
- Make eye contact with the listeners
- Tailor the pitch to fit the situation
 - *The entire whole pitch may not be necessary in all situations

DEMONSTRATE YOUR SKILLS, TALENTS AND EXPERIENCES

APPLICATION TIPS

- Be Prepared- Bring sample application, resume, references, social security # and photo ID
- Go Alone- Don't apply for a job in groups or with friends/family
- Use blue or black ink
- Make minimal corrections
- Keep the application clean

MORE APPLICATION TIPS

- Follow Instructions
- Use complete words- avoid abbreviations
- Fill in all information- Use N/A if a question doesn't apply to you
- Be positive and honest
- Be accurate- Make sure all the information you give is correct

DEMONSTRATE YOUR SKILLS, TALENTS AND EXPERIENCES

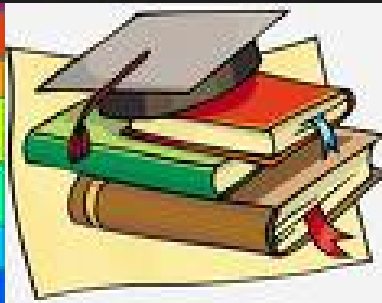
RESUME TIPS

- A resume should be limited to one page, two at the most
- Resumes should be typed and on paper; Resume paper preferred
- Use a font that is easy to read
- Put most recent job and school first

More Resume Tips

- Use **bold** type on all headings (**Employment, Work History, Volunteer Experience, Skills, Education**)
- Use short and to-the-point sentences
- Proofread your resume carefully and have someone else too
- Prepare a separate sheet with your references

DO YOU WANT THIS ON YOUR RESUME?



DEMONSTRATE YOUR SKILLS, TALENTS AND EXPERIENCES

INTERVIEW TIPS

- Review commonly asked questions
- Prepare a list of questions for the interviewer
- When you meet the interviewer, shake hands, make eye contact and smile
- Good posture

More Interview Tips

- Listen carefully to the questions and ask for clarification, if needed
- Be honest, positive and direct when responding the questions
- Get a business card from the interviewer to follow up within a day or two

POSSIBLE INTERVIEW QUESTIONS

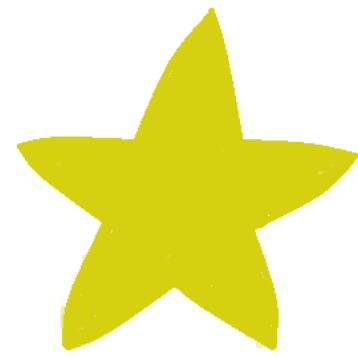
- Question- Tell me about yourself
- Question- How well do you work with people? Do you prefer working alone or in teams?
- Question- What do you consider to be your greatest strengths and/or weakness?
- Question- Give an example of a problem you had to solve and how did you solve it?
- Question- Why should I hire you?

POSSIBLE ANSWERS TO INTERVIEW QUESTIONS

- Answer- Use your two minute pitch
- Answer- State you work well with people and that you can work alone if need and with a team. You can pick one or the other but let them know if you can do both.
- Answer- State what you do best for your greatest strengths. When it comes to weakness turn it in to a positive. You are aware of your weakness and this is what you are doing to turn it into a positive.
- Answer- This can be a work and personal related problem.
- Answer- Use your skills and traits and why would be a perfect fit for the position that they have open.

FOLLOW UP TIPS

- It's important to follow-up with employers in the next day or two
- It will help employers remember you
- Ask for a business card to have the employers contact information, if not write down the information



Any Questions?

Thank You!



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