

## HOW TO WORK JOB FAIRS

The Cahill Center hosts two **Job Fairs** annually bringing over 150 employers and companies on campus specifically to recruit Ramapo students and alumni for full time, part time and seasonal job opportunities. Job Fairs are also held by the Department of Labor, large municipalities, professional organizations and other groups interested in linking job seekers and recruiters. These events are opportunities for job seekers to develop new contacts, expand networks, meet recruiters, set up interviews and distribute resumes. Job Fairs can also be used to conduct informal informational interviews and practice interviewing skills. Visiting a job fair also allows the job seeker to research fields, companies or to learn about available opportunities.

### Before the Job Fair

- Obtain a list of attending employers.
- Research the companies in which you are interested.
- Plan your professional attire.
- Prepare 25-30 copies of your resume.
- Bring your portfolio, a notepad and a pen.
- Develop a brief personal introduction.

### At the Job Fair

- Arrive early. Check your appearance.
- Turn off your pager and cell phone.
- Prioritize the list of organizations in which you are interested.
- Respect the privacy of other participants. Read brochures/company materials while waiting.
- Introduce yourself, make eye contact and have a firm handshake. Ask for a business card.
- Network, network, network.

### Make a Positive First Impression

- Listen carefully.
- Avoid filler words “um,” “like,” or “you know.” Speak with confidence.
- Do not fidget or rock back and forth.
- Do not chew gum.
- Do not look around while a recruiter is speaking to you.
- Do not approach recruiters with a group of friends. Interview independently.

### Questions to Ask Recruiters

- What full time career opportunities are available in your organization?
- What is the employment outlook in the field right now?
- What opportunities do you have for my major?
- What types of assignments are given to new graduates?
- What type of training is available?
- What do you look for in candidates?

### After the Job Fair

- Write thank you letters to all recruiters you met.
- Continue to express your interest.