

JOB FAIR GUIDE FOR JOB SEEKERS IN WINDSOR & ESSEX COUNTY

BEFORE THE JOB FAIR:

- Do your **research!** What companies will be there? What are their missions, values and open positions? **Create questions** you can ask the employers based on this information.
- Make sure that your **resume** is up to date, polished, has no spelling errors and is easy to understand.
- For companies that you are interested in, include your cover letter and **customize** your resume. **Bring extra generalized resumes** in case you end up needing them.
- Print out a sample copy of your resume to proof read before printing many copies.
- Identify the best mode of **transportation** for the job fair location.
- Where are the employers located? Make sure you have transportation options before applying for a job.
- Develop your **elevator pitch** and **practice** it ahead of time [*This is a 30 second speech where you tell the employer about your career goals and interests so they can see how you match with their company. Use this pitch as a **short, interesting and memorable way to introduce yourself**.*]
- Be prepared for on the spot interviews. Practice sample questions ahead of time with a friend.
- Bring** a snack in case you end up being at the job fair for a long time.
- Use the washroom ahead of time in case you end up in a long line.
- Dress professionally**, as if you were going for an interview and wear professional, but comfortable dress shoes.
- Consider attending with a fellow **job seeking friend**. *Plan on going separate ways once you arrive and have your departure plan in place ahead of time.*

ON YOUR WAY TO THE JOB FAIR:

- Make sure your behaviour and speech are **professional** from the moment you leave your home.

AT THE JOB FAIR:

- Give yourself enough time** at the job fair to show your interest and enthusiasm to employers.
- Take time to **get comfortable** speaking with employers (try out some “practice” employers first) and then approach your ideal employers with your pitch.
- Be prepared to shake hands and introduce yourself.** *Be aware of your facial expressions and body language.*
- Make sure that the employers are aware of the **skill sets** you have. **For example:** *Being able to speak more than one language.* Identify your **transferable skills** (the skills you have gained in past jobs that would be helpful in the jobs you are interested in) to show employers that you are a good fit.

Ask the employer useful questions, such as:

- What particular skills are you looking for?*
- What's been your experience working for this company?*
- Don't be discouraged if employers are not accepting **resumes on the day of the job fair.** **Use this as an opportunity to connect** face to face with employers.
- Make sure your cell phone is silent and put away.

AFTER THE JOB FAIR:

- Follow up** with employers as per their instructions.
- Consider sending a thank you card or thank you email for any interviews that you had on the spot.*



TO SUMMARIZE:

Do your research

Prepare your resume

Develop your pitch

Go prepared

Dress your best

Be professional

**Show confidence
& enthusiasm**

Ask good questions

Follow up

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YOUR LOCAL EMPLOYMENT PLANNING COUNCIL

Are you looking for help with your job search process? Do you need help with creating a resume? Would you like to be better prepared for an interview?

Consider contacting the employment service providers found through this website and learn about their workshops and supports that could help you land your next job!

workforcewindsor.essex.com/tool

The Job Fair Guide for Job Seekers in Windsor & Essex County is adapted, with permission, from the Job Developers Network London-Middlesex JOB SEEKER Job Fair Guide