

Name:

Date:

A jobs fair is an event where employers set up exhibition stands and meet with prospective employees. They want to meet people who are interested in their company. The people who go to jobs fairs are usually looking for work. People with all kind of education backgrounds and work experience go to these events to find out about companies. Jobs fairs are a good opportunity to get specific information and to meet people in a company.

At the company's stand the employers, present a positive image of the company, answer questions about the company and they may take your CV or give you an application form or business card.

Tips for the job fair

1. Make a list of the companies you are interested in and go to these first.
2. Prepare questions you need to ask the people at the stand, check the company's website before you go.
3. Dress as you would for an interview and bring copies of your CV on good quality paper.
4. Talk to people and get information.
5. If there is a CV advice clinic, ask them to look at your CV and make suggestions on how you can improve it.
6. Don't give your CV out all the time, sometimes it's better to get the company business card and then email or post your CV.

Questions you can ask:

Do you have full-time or part-time positions?

What does the job involve?

What training is required?

What skills are needed? (e.g. languages, computer skills)

Could I have an application form for a sales position / customer service please?

Can you check if I've filled this form in correctly?

Who can I send my CV to?

Could I have a business card please?

Answer the questions:

1. What is a jobs fair?

2. Did you ever go to one before?

3. Why do companies go to a jobs fair?

4. Why are you going to the jobs fair?

5. What could you do to prepare for the jobs fair? (websites, CV)

6. Are there any companies you are interested in working for?

7. Make a list of 4 questions you could ask a company representative.

8. Look at your CV. Is there anything you could do to improve it?

What could you ask at a CV advice desk?
