Ironwood High School Career Fair Tips for STUDENTS!

Before the Fair:

1. Consider changing email address to something professional and appropriate or create a new email specifically for employers and/or college applications. A professional email often has your name, either full name or first name and last initial or first initial and last name.
2. **Plan!** Review the list of attendees and think about your purpose.
3. What is your main goal?
   * Get a full-time job, Part-time job
   * Obtain an internship or apprenticeship
   * Learn more about a particular industry
4. LIST: Top 5 “MUST SEE” at the Fair:
   * 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Update/Create a Resume, try an online resume builder:
   1. [www.resumegenious.com](http://www.resumegenious.com)
   2. [www.resumebuilder.com](http://www.resumebuilder.com)
   3. [www.indeed.com](http://www.indeed.com)

At the FAIR:

1. Dress for Success – First impressions matter, dress appropriately.
2. Introduce yourself - speak up (it can be loud at fairs), make eye contact and stand tall!
3. Visit those you pre-selected first!
4. Ask appropriate questions – see attached document for good question ideas.
5. Get contact information for those you speak to.
6. Prepare for possible onsite Interviews.

After the FAIR:

1. Review materials you may have gathered.
2. If appropriate, email those you spoke with and thank them for their time and ask any follow-up questions.
3. Make a plan for the “next steps” to pursue the job or college/trade that interested you most.

Questions to ask at a Career Fair:

**Questions for Employers**

1. Tell me a little about your company.
2. In your opinion, what is the best part of working for this company?
3. Does your company have job openings? Are they part-time or full-time?
4. What type of education/training, technical knowledge, or experience is necessary for this kind of work?
5. What is the starting position and starting salary/pay at your business?
6. Are there opportunities for advancement within the company?
7. Does the company support continued education?
8. Do you work independently or as a team?
9. Are certain times of the month or year busier than other times?
10. What is a typical workday schedule?

**Questions Regarding Internships/Apprenticeships**

1. What requirements are needed to apply?
2. What characteristics make a good intern/apprentice?
3. What types of projects can I expect to work on?
4. What are the day-to-day responsibilities of this position?
5. What type of training and/or mentorship is available?
6. What is the timing of the internship/apprenticeship and how many hours/week is expected?
7. Would I have the opportunity to shadow different departments/employees?
8. Is this a paid or unpaid work-based learning experience?
9. What are the prospects at the company once the internship/apprenticeship is complete?
10. Who would I report to and how will I be evaluated?