



The CHARLES M. HOLMES CAMPUS of
THE CENTER

How to attend a Job Fair 101

Q&A for Job Seekers

Q: What is a Job Fair?

A: A job fair is an event where employers looking to fill job requisitions meet with employment candidates for an informal information exchange.

Q: Who should be attending a job fair?

A: Any person wishing to become employed or looking for a job or career change

Q: What if I don't have specific industry experience?

A: Most employers attending job fairs offer entry-level and trainable positions

Q: How can I make the best impression?

A: Don't over kill your one-on-one time with the recruiter.

A: Don't ask too many questions

A: Listen to the "how to apply" instructions given

Q: What should I wear?

A: Job Fairs are generally informal but proper business casual attire is suggested.

Q: What should I bring?

*A: Several copies of your resume(s)
pen and paper*

Q: How can I best prepare in advance?

A: Do your research

- Know who will be attending
- If possible, know what positions will be discussed
- Apply for the job online!
- Be prepared with your pitch or elevator speech
- Have your resume designed to support your interests

Q: What types of questions should I be asking?

A: Ask only questions that are company and position related such as

- How often do you hire in this capacity?
- Where is the position located?
- How many people are you going to be hiring in this capacity?
- What are the requirements?
- How do I apply?

Q: What types of questions should I expect?

A: Be prepared to respond to company and position related questions like

- Why do you want to work for a "bank"?
- What transferable skills do you possess?
- Have you done similar work in the past?

Other resources:

www.hireSF.org

www.careerbuilder.com

www.monster.com

The San Francisco LGBT Community Center is located at
1800 Market Street, San Francisco, CA 94102
www.sfcenter.org