

## **How to Talk To a Job-Fair Employer**

- 1.** Go to selected employer's booth or table. Make eye contact with employer, smile.
- 2.** Give a firm handshake and introduce yourself.
- 3.** Inquire about career openings for your occupation at that company.
- 4.** Reveal your 30-second "sales pitch".
- 5.** Respond to the employer's questions and ask a few additional questions.
- 6.** Inform the employer that you would like to submit an application for that occupation.
- 7.** Present the employer with a copy of your resume.
- 8.** Request how you can arrange a job interview.
- 9.** Request a business card from the employer.
- 10.** Express thanks to the recruiter, smile, and give a firm handshake.
- 11. SEND A THANK YOU NOTE!**

## **Questions to ask an Employer**

- 1.** What specifically does the job require?
- 2.** What skills and abilities are most important for this position?
- 3.** Is there any training or orientation given?
- 4.** How could I best contribute to this company/position?
- 5.** What personal qualities are you looking for?
- 6.** What machines, tools, and equipment would I operate?
- 7.** What working conditions would I experience? Location, environment, etc.
- 8.** To whom would I report?
- 9.** May I visit the work area?
- 10.** How do you evaluate a person in this position?



## **5 points an Employer Needs to Know About You:**

- 1. What can you do for the company?(Save or make money or improve procedures)*
- 2. Tell me about yourself including your education and work history.*
- 3. Show how you are a good match. (Getting along with others and your skills)*
- 4. Show what you know about the company.*
- 5. Can you go beyond your job description?*

