



***Job Fair Web Training  
Nationwide Participants  
June 10, 2010***



**How to Make the  
Most of a Job Fair:  
Don't Hand Out Your Resume!**



***Duty Called – They Delivered – Now They Need a Job***

**Overview**

This month the grants team continued our online web training seminars. We have been sending a lot of updates to applicants about upcoming job fairs so we covered how to be effective at a job fair with this training. We covered how to prepare, what to bring, what to do when you arrive, how to approach companies, how to make an impression, and how to follow up with contacts.

This session was an hour and a half long and we had three participants from our grants area and two participants from around the country. The participants signed in and followed along with a PowerPoint presentation. We tried to make the session interactive and encouraged questions. For instance, we asked the participants to share an achievement and helped them refine these stories for job fairs and interviews. We also answered specific questions about how to dress for an interview and gave suggestions on where to find practice interview questions.

## **Highlights**

Some of the items that we covered:

- Many job resource guides say that job fairs are one of the least likely ways to get a job interview, and the majority of employers that you speak with are just going to tell you to submit your resume online. So why is everyone there and why hand out resumes? Job fairs can be extremely effective **IF** you know how to prepare for them.
- A job fair is simply a networking opportunity for everyone. The companies are there to quickly screen through people to find someone that they like, and you are there to make an impression.
- You are essentially going to be going to be 'speed interviewing' all day so make sure you dress appropriately. Prepare and follow up the same as for an interview.
- When you are holding all your information, have been handed some literature, and then the recruiter offers you their e-mail address....how and where are you going to write it down without dropping everything?
- Highlight your skills and achievements at every opportunity!

New things our candidates learned that they didn't know before:

- Get there early because some companies leave
- Research the companies and apply for a specific job online before you get there
- Have different targeted versions of your resume for different opportunities
- Ask for a business card or contact information
- Take notes about what you discuss with the employers so you can reference it in your follow up
- Dress for an interview and suggestions

## **Feedback**

*Hello Lisa and Kate,*

*I just want to say thank you for the virtual training session that took place today. As I mentioned earlier, I am back in the job market after being with the same company for 21 years. It feels a bit overwhelming learning about the job market and the interview process again. I felt that the information you presented was very beneficial. I would be very interested in participating in future training sessions, so please keep me in mind as you schedule more sessions. I would also be interested in having my resume critiqued before the job fair on June 24th.*

*Thank you again.*

*Sincerely,*

*Diane Marchert*

*Thanks for a great (and first) virtual job fair Lisa! This made me a little more excited about going to the upcoming Milton Job Fair. I look forward to hearing from the others as well.*

*Regards,  
Nancy*

*Lisa,*

*That was really unique! My first online conference and it was great! Just like last time, you're a great presenter! The TAP (Transition Assistance Program) class that military members have to attend when they get out was 4 days long, and I attended it at the end of May. I have been jotting down notes and meaning to send you an email listing all the reasons why I believe your one-day training held at NAS was more beneficial than the 4 day training that was supposed to help us in the same way! I haven't had the time to finalize all of that for you yet, but hopefully soon!*

*Not only am I very intimidated about getting out of the Navy and going into the civilian world, but I am also very sad and disappointed about my husband being stationed in Milton. Hearing that Nancy lives there currently and that Amy just moved away from there was wonderful! I have a ton of questions for them, not only about job searching, but just about the area of Milton/Pace/P-cola! If you could send me their email addresses I would very much appreciate it! I am intrigued about the Milton job fair on the 23rd of June that Nancy mentioned... I didn't think such a small place like Milton would have one! I'd like to find out more about it as soon as possible so I can see if I want to take off from work and do the drive over there in the middle of the week just to go to it! Since I've never been to one, I really want to get my feet wet soon, I just wish it wasn't so far away!!*

*Thank you for putting together another great training!*

*Sincerely,  
Sam Lester*

### **Outcome**

Once again our participants enjoyed the convenience of the online format and have requested more sessions. This is a wonderful format for outreach because we can reach multiple applicants in varying locations with one session. We will continue to host this online training and to cover other topics of interest. Our next session will be a Q&A sessions where our applicants can call in with their top job search questions.

Cost: None

Grant: North Florida BrAlve Grant