

# GETTING THE MOST FROM JOBS FAIRS

TIPS FOR JOB SEEKERS





# GETTING THE MOST FROM JOBS FAIRS AND CAREER EXPOS

Attending a jobs fair or career expo can be overwhelming. They can be busy and noisy and you may not know where to start when you get there.

However, these events can be a valuable opportunity to speak to a range of organisations including employers, training providers and other relevant services about your career goals and job search plans.

There are many ways you can prepare for a jobs fair. This booklet will provide some simple ways to ensure you get the most out of the day.



Australian Government

**JOB JUMPSTART**

# TIPS FOR JOBS FAIRS

Try these 4 steps to help you get the most out of jobs fairs:

## STEP 1 - DO YOUR RESEARCH

Before the event, visit the event's website to find out:

- about the start and finish times
- whether there are workshops or seminars you can attend and whether you need to book in advance
- what organisations, including employers, are attending and which of these you want to connect with
- what general information you want/ what questions you could ask.



## STEP 3 - BE PREPARED TO MEET EMPLOYERS

- Bring a few copies of your résumé on the day. Try to tailor it to the roles available.
- Use our workbook 'writing effective résumés' to ensure your résumé is up to date, easy to read and is error-free.
- Think of some questions to ask employers on the day. You could even consider doing some research on them beforehand so you feel more confident.

## STEP 2 - DRESS THE PART

This is particularly important for events with employers attending. First impressions count!

Personal presentation includes:

- having clean clothing, careful grooming and good hygiene
- watching your body language and posture to show you are interested
- smiling and being open and friendly..



## STEP 4 - FOLLOW UP AFTER THE JOBS FAIR

It's a good idea to email/contact any employers that you connected with on the day to say thanks for their time and to reiterate your interest in upcoming or future opportunities within their organisation.

**FIND OUR MORE AT [JOBSTART.GOV.AU](http://JOBSTART.GOV.AU)**