



JOBS FAIRS: Talking with employers

A jobs fair gives you the chance to talk with employers either online or face-to-face, about the jobs they have available. Present yourself well (even if 'meeting' them online) to show that you are work-ready and enthusiastic. Below are some tips to help you make a good first impression!

1. Before the jobs fair, find out which employers will be at the event

- ✓ Visit the jobs fair event page for a list of employers who will be there. Also find out about the jobs these employers will have available on the day.
- ✓ Think about what kinds of tasks and workplace environments you enjoy. Then think about which employers might be able to offer this.
- ✓ Research these employers by visiting their company website and social media pages. While you're researching, think about what you would like about working with them and how you see yourself fitting into that business.
- ✓ Try to find out the following information:
 - *What the business does.* Does it sell a product? Perform a service? Look after customers?
 - *Their business culture.* Do staff wear a uniform? Do they do shift work? What is the work environment like?
 - *The organisation's values and priorities.* Is it to have satisfied customers? To deliver a great product? Or is it to make the world a better place?

Hint: Don't assume you know what type of jobs are available in a particular industry. Most industries include a range of roles and skills sets.

2. Treat a chat with an employer like an interview (even if doing it online!)

- ✓ Have a pen and paper handy to write things down.
- ✓ Introduce yourself. Be friendly and be prepared to ask questions. It's okay to be a bit nervous - taking slow, deep breaths can help.
- ✓ Even if you're chatting online without video, watch your body language and maintain good posture. This can help you feel confident even if the employer can't see you. And if they can see you, smile and nod to show you are listening.
- ✓ Explain briefly how you think your skills and personality make you a good candidate for their jobs.
- ✓ Have your résumé handy in case the employer asks you for it.
- ✓ If talking with an employer via a messaging platform, stay professional. Check for typos and make sure your sentences make sense before sending. If it's an open messaging platform, be careful with what information you share – other people will be able to see what you send.

3. Ask questions

- ✓ Show your interest in the employer by asking questions about the job. Think about what you want to know - some possible questions to ask include:
 - What personal traits and skills do you look for when recruiting for your business?
 - What are the day-to-day responsibilities of this job?
 - What are the requirements for the role? For example, is a police check required?

4. Follow up

- ✓ At the end of your chat with the employer, ask how you can follow up with them after the event or how they would like you to submit applications for the jobs they have available.
- ✓ Ask for the name and contact details of the person you should contact about job opportunities. Listen carefully to the information or any instructions the employer gives you and write it down.
- ✓ Thank the employer for their time.
- ✓ Remember to do what you told the employer you would. For example, if you said you would email through your résumé the next day - do it!

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