

Career Fair Preparation Tip Sheet **Seneca WORKS**

Purpose and Benefits:

- find information about specific/general career opportunities
- learn more about company's hiring practices and requirements
- practice your communication and interviewing skills
- meet employers and network
- share your resumé

Before the Career Fair:

- do your homework; research organizations and know who is attending
- prepare your business card or resumé and bring copies with you to the fair
- have your resumé reviewed prior to the Career Fair – one-on-one resumé critiques are available by **appointment**
- bring a professional-looking binder or portfolio in which you can easily access a pen, notepad, your resumé and questions you may wish to ask
- prepare your clothing to present your best professional self – pay attention to grooming, personal hygiene and avoid perfume and/or cologne
- prepare how you will introduce yourself
- practice your handshake

Other Steps

- Prepare by visiting the **Seneca Works** website. Navigate to the **Resources** page to access services, resources and workshops.
- Visit the Career Fair website to view a list of participating employers. Do research by visiting an organization's web sites or read current business articles to learn more about their products, services, missions and organizational structure.

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During the Career Fair:

- make a good impression: arrive early, be positive, smile, maintain good eye contact and be mindful of your body language
- circulate, engage in conversations with different people including potential employers and your peers
- listen attentively, wait until the person is done – do not interrupt
- ask questions, ask for advice
- prepare and ask one or two of your questions
- ask for their business card and be prepared to provide your card

PRO TIP: Be polite and sincere. Show respect to employers as well as other job seekers. Employers look for professionals that can represent their organization well.

Prepare Questions:

- What are the typical entry-level positions?
 - What skills/qualities do I need to be successful in your organization?
 - Are there internships or coop opportunities in your organization?
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After the Career Fair:

- send a short note to those you made a good connection with to say: Thank you - great to meet you
- ask to set up a meeting with those you met
- ask employers what is the best way to follow up with them

Interview Clothing Boutique

If you need business appropriate clothing, you can access nearly-new clothing donated by Seneca faculty and staff. Through this FREE service, Seneca students can obtain up to two items per semester by visiting the Seneca Works office during hours of operation. Seneca Works is located inside room D2000 at the Newnham Campus. An online reservation or pick-up option will be available to students soon – stay tuned for more details.

More information

Website: senecacollege.ca/student/sw
Phone: 416.491.5050 ext. 26007
Job postings: sw.senecacollege.ca