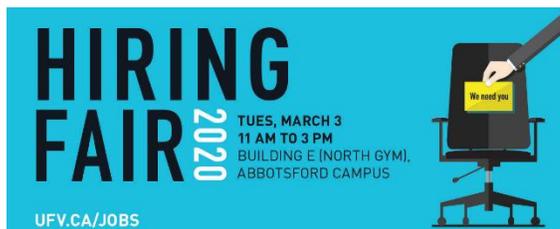


UFV Hiring Fair 2020



Preparing for the Fair

Attending career and hiring fairs allow you to meet with various employers and learn about industries relevant to your area of study or career goals. Follow our tips below to make the most out of attending this year's Hiring Fair. Knowing what to expect is half the battle, so give yourself a winning edge by getting ready to present yourself to the employers you will meet at the event.

Do Your Research

Check out the [list of exhibitors](#) attending UFV's Hiring Fair 2020. Know who you want to talk to, what you want at a job, and why you want to be there. Review the job postings you may be interested in so that you understand what employers are looking for in a candidate.

Come Prepared

Tailor your [cover letter](#) and [resume](#) to the specific companies and positions you want to apply for. When updating your resume, focus on articulating your skills through a wide range of your past and present experiences including your [co-curricular activities](#). Bring business cards and prepare questions for employers.

Dress the Part

Professional, appropriate attire not only turns heads, but also shows that you take the hiring process seriously. Being clean, organized, and comfortable are great ways to make a first impression!

At the Fair

How you conduct yourself at the fair with potential employers is a showcase for your workplace behaviours.

Be Professional

Be genuine and honest. Plan and know what you are going to say, but do not try to oversell yourself. Keep in mind, the goal of the Hiring Fair is to find a job and build relationships; a little small talk is okay, but too much can easily lose the interest of a person. See "Approaching a Potential Employer" section for further advice.

Be Confident in You

No one knows your resume and skillset like you do. You worked hard for what you know, now is your chance to show it off! Be sure in what you know, believe in yourself, and do not hesitate to be open to the new learning opportunities that a company can provide. Other people will be looking at the same job, so focus on making yourself stand out with confidence and a clear goal. Be yourself and have fun!

Expect a Mini-Interview

Many employers will take the opportunity at a Hiring Fair to perform a mini-interview to evaluate your potential as a candidate. Prepare yourself to answer questions about your skills, career goals, and hopes with the employer.

Take Notes

Ask people for advice, tips, referrals, suggestions, or general information. Prospective employers will admire your honesty and curiosity, and many have been in your position before. Take notes, write down names, contact information, and company identities so that you can follow up after the Hiring Fair and review your notes in the future.

Interview the Employers

At the same time as you are being interviewed, interview the employers! Research what questions to ask employers so that you can learn about them, the company culture, and your future work and learning environment. Knowing your potential supervisors will help you decide if the company is supportive of your academic, personal, and career goals. See “Questions for the Employer” section for further advice.

After the Fair

What you do after the fair can cement an employer’s view of you. Employers are busy people too, and sorting through a pile of resumes can be monotonous. Continue to stand out so that your resume is the one they remember when they come across it!

Reflect

Take time to review your notes, experiences, and impressions: what you did well, where you fell flat, and what feedback was given to you. Celebrate the good, because it takes a lot of time, commitment, and energy to get to the point you are at now.

Follow Up

If you connected with an employer, be sure to follow up to maintain and strengthen that relationship. Contact the employer via email, thank-you card, or phone call. Thank them for their time and ask about future opportunities. Many companies keep a hiring pool, so if you are interested, ask to be saved as part of that pool of candidates for future openings.

Approaching a Potential Employer

Meeting with potential employers can be intimidating, but preparing a well-practiced, 20-second introduction can make all the difference. It does not have to be complicated, here are a couple examples to get you started:

Example #1: Hello, my name is John (handshake). I researched that the Canada Revenue Agency would be attending the Hiring Fair. As a third year economics student, I was particularly interested in your co-op advertisement for a Student Accounting Assistant. Could you please tell me a little more about the position?

Example #2: Hello, I’m Jane (handshake). I’m finishing my degree in Biology and I want to gain laboratory experience before pursuing graduate studies. I saw that your company is hiring lab technicians, and I feel that I am an excellent fit for your company and you are an excellent employer for my education. Could you please tell me about the day-to-day duties of a lab technician in your department?

Questions for the Employer

Having a list of questions prepared before you meet a potential employer allows you to practice and put your mind at ease. Here are some sample questions you could include on your list:

- Can you suggest reading materials so that I can learn more about your line of work?
- How would you describe the work culture of your organization?
- Are there any extended credentials I should consider before applying?
- Is there the potential for me to do a tour of your workplace?
- What type of vertical/horizontal career growth potential is there in your organization?