

GET MAXIMUM BENEFIT FROM ATTENDING EMPLOYMENT FAIRS

When you walk into an Employment Fair it can be quite daunting; there are lots of stands, and other Service leavers waiting to speak to employers. How can you make the best use of your time and find out about all the opportunities which are available?

Prepare in advance



Do some research ahead of the day; see which companies interest you, and **identify which ones are seeking someone with your skills**. There will be lists of employers who have booked stands at the event listed on the CTP website.

Most companies recruit for a **wide range of different jobs** and not just industry-related ones.

Think about the **type of questions** you could ask.

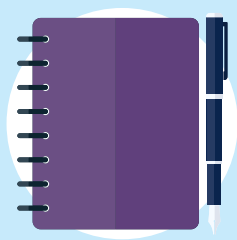


Employment Fairs are not just for people who are looking for a job right now. They can be a **good opportunity** to do some research and **help you think** about what type of jobs you could do or what organisations you would like to work for in the future.

What to bring with you



A **folder** to carry employer leaflets, company brochures and business cards.



A **notepad** and **pen**.



Bring **CVs** with you if you have one. Whilst we advise that any application made for a specific role is accompanied by a tailored CV for that particular vacancy, employers at our fairs are happy to accept generic CVs from Service leavers on the day.



Dress appropriately

First impressions count - you don't need to be dressed in a formal suit; however, you should make an effort to dress in smart business attire.

When you arrive at the event

Read through the Event booklet **before you go in** and plan your approach.

Use the floor plan to check where the different company stands are situated.

Approaching an employer



Start with a smile and a greeting ("hello" or "hi")



Introduce yourself with a handshake as this will naturally help exude confidence.

Be ready to **briefly discuss your career goals, qualifications, work experience, extra curricular activities and computer skills**.

Ask for their business card too at the end of the discussion. If they give you a general company business card, **make a note of their details** on the back so you remember who you spoke to.

Don't forget this is a marketing opportunity, so try and **highlight the relevant skills you have** for the type of company you are speaking to.

A good way of breaking the ice is to ask a general question such as:

How large an organisation are you?

Could you tell me a little bit about your business?

What type of person and skills are you looking for?

Questions you may wish to ask

- What does the job involve?
- What training is required?
- What kind of person would be suited to the job?
- What skills are needed?
- Are there vacancies across a wide range of locations?
- Would you work on your own initiative or as part of a team?
- Would the company be prepared to train the right person?

During the event

Don't be shy - companies at CTP Employment Fairs are there because they want to talk to Service leavers like you.

Take your time, the companies are there all day, so take a pause after each discussion.

Make notes to help you **compile a targeted CV** at a later date for a particular employer, or to remind yourself of what was discussed.



AND FINALLY...



Do a **mental checklist**. Have you spoken to all the companies who are present, and if not, why not? They may just have an opportunity which matches your requirements.



Please ensure you **complete a feedback form** as this will help us to meet the needs and expectations of other Service leavers for future events.



Local **CTP Career Consultants** attend these events. It could be valuable to have a chat with them about the sort of work you are looking for and tap into their wide local employment knowledge. They can be found at the CTP stand.



If you require a **Certificate of Attendance**, you may collect one from the CTP stand.

For more information on getting maximum benefit from attending employment fairs, please visit www.ctp.org.uk