

# Maximise your Impact

## Our Top Tips for getting the maximum benefit from attending a CTP Employment Fair

The first thing to know is that all the companies in attendance at CTP Employment Fairs are specifically seeking to recruit Service leavers like you, into their organisation. They recognise the qualities and skills that Service leavers' possess, and already understand the benefits of welcoming ex-military personnel into their workforce.

So how can you make the most of your time at a CTP Employment Fair, and discover all the available opportunities? **Here are our 6 top tips:**

### 1. Prepare in Advance

**Check out the list of exhibitors [here](#)** to see which companies interest you, and whether they align with your skills and experience. Think about the questions you could ask to aid your application process.

#### Bring with you:

- A folder to carry employer leaflets, company brochures and business cards
- A notepad and pen so that you can take notes
- Photographic ID as proof of identity to ensure entry into the event
- An up-to-date CV that demonstrates tangible outcomes to your skills
- Your contact details to leave with prospective employers

While we advise tailoring your CV for each application you make, some employers at our Employment Fairs are happy to accept generic CVs on the day. This helps them to assess your qualities and suitability for their vacancies.

**Remember:** If you need assistance with finishing your CV, ask your Career Consultant prior to attending.



**Dress appropriately in smart civilian clothes. Remember, first impressions always count!**

### 2. Upon Arrival

You'll be given a welcome pack including an event booklet by the CTP staff. Take your time to read through the booklet and plan your approach.

Use the provided floor plan to check where the different company stands are situated, and mark the locations of any that interest you.

If you're unsure where to start, ask one of the CTP staff members for some advice – they're happy to help!

### 3. Approaching an Employer

Smile and introduce yourself with a handshake to help build an immediate rapport.

Some good ice-breaker questions include:

- Could you tell me a little bit about your business?
- How large an organisation are you?
- What type of person and skills are you looking for?

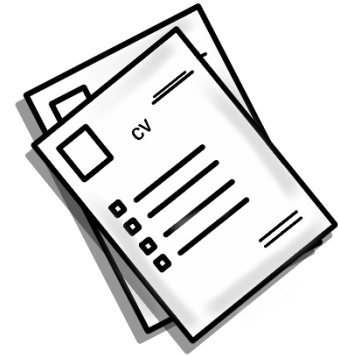
You can then use their answers to guide your response – highlighting how your skills and experience make you an ideal candidate for their organisation.



Be ready to discuss your career goals, qualifications and personal interests; and try to acquire a business card at the end of the discussion – taking a note of who you spoke to for future reference.

If requested, feel free to provide employers with a copy of the CV you have with you. However, due to changes in data privacy regulations, some employers have internal policies mandating they don't collect paper CVs.

So, be sure to ask for a contact name and email address that you can send a more targeted CV to after the event (even if you've already handed over a generic CV).



### 4. Questions to Ask

Here's a list of some example questions you might like to ask throughout the event to aid your future job search. But **please note**, this list isn't exhaustive, and we strongly advise preparing some other questions prior to your arrival.

1. What does the job involve?
2. What training is required?
3. What are the prospects for promotion?
4. What kind of person would be suited to the job?
5. What skills are needed?
6. Are there vacancies across a wide range of locations?
7. Would I work on my own initiative or as part of a team?
8. Does the job involve meeting people?
9. Would the company be prepared to train the right person?
10. What are the drawbacks/challenges of the job?
11. How did these vacancies arise?

### 5. During the Event

**Take your time.** The companies are there all day, so take a moment to reflect on the discussion. You might want to make some notes to help you compile a targeted CV at a later date for a particular employer. Feel free to use the designated '**chill out' zone** to do this.

If for any reason you don't manage to speak to an employer you'd have liked to, try to acquire their company literature before you leave so that you can contact them post-event.

## 6. Final Checks

**Do a mental checklist.** Have you spoken to all attending companies? If not, ask yourself, why? They may just have an opportunity that matches your requirements!

Some Service charities and related organisations also have stands at CTP Employment Fairs. Have you checked in with them to see how they can support you?

If you'd like to talk to someone that isn't an employer about the sort of work you're looking for, our local CTP Employment Advisors can be found at the CTP stand. So be sure to tap into their expansive knowledge of the employment market.

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

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



Several weeks after the event we'll email you a further online evaluation form. We hope that by then you'll have had time to reflect on the day and be able to tell us how you found it. We certainly want to know if you think anything could be improved, and whether you managed to secure an interview or job offer!



**Good luck and we wish you successful networking!**