

Tips for Attending the NOVA Holiday Job Fair

Professionalism – You only get one chance to make a good first impression!

- Avoid being overly desperate or pushy. You are being evaluated just as you would for a job interview.
- Dress professionally.
- Ask questions about the organization's needs and express how you match those needs.
- Pick up literature about the organization as a way to demonstrate interest.

Pre-Fair Actions

- Review each organization's website to familiarize yourself with their products and services and view their posted job opportunities. Know before hand what their hiring process is like. If appropriate, apply online in advance.
- Understand why you want to work there and what skills you have to offer.
- Qualify yourself – formulate a verbal summary statement that highlights your strengths as they pertain to the job opportunity.
- Think about your availability and the amount of time you can commit to a job opportunity.
- Develop a plan for the day and determine which employers you want most to connect with.
- Bring copies of your resume and information for completing a job application.

At the Fair

- Review the employer map and confirm which employers you are most interested in. If an employer line is long, move on to your next employer and make a note to come back.
- Talk to the representative at each table to learn more about the organization and use the time to express your interest in the organization. Smile, establish eye contact, and be courteous and enthusiastic.
- Discuss the opportunities that are of interest to you. Take notes and learn about the next steps in the hiring process. Ask the employer for his or her business card.

After the Event

- Follow the steps outlined by the employer to apply for job opportunities.
- A few days after applying for the job opportunity, contact the employer to establish interest and next steps. A thank you email always adds a personal touch.

NOVA is an equal opportunity employer/program.
Auxiliary aids and services available upon request to individuals with
disabilities.

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