

Top 10

Job Fair

Best Practices



1. Be Prepared. Job seekers appreciate company representatives who are easy to approach and have clear answers to their questions.



2. Clearly identify your job openings. “Now hiring for” boards and lists of available opportunities that **stand up and face the job seekers** can go a long way to ensure the right candidates stop at your table.



3. Have an attention-grabbing display.



4. Be Safe but Engaging. COVID-19 has impacted us all. Job seekers may not be comfortable with handshaking; be willing to offer an alternative elbow bump instead. Keep hand sanitizer on the table for job seekers and yourself to use.



5. Have a packet of material about your company to hand potential employees. Consider including information regarding your company's requirements regarding vaccinations.



6. Do not refer job seekers to your website to apply for employment. Candidates want to know that they have an “in” or a special relationship because they attended the job fair.



7. Ask for contact information. When you speak to a job seeker, ask for their name, phone number, and what position(s) they are interested on a sign-up sheet so you can contact them after the job fair.



8. Be ready to conduct an impromptu interview.



9. Don't leave early. Other employers are counting on you to stay and make the job fair successful.



10. Follow up. Contact all job seekers after the job fair so that no job seeker is guessing.

