

WORKFORCE FAIR

JOBS, INTERNSHIPS,  GRADUATE SCHOOLS

February 19, 2019 | 3:00pm-7:00pm | State Fair Grounds, Exposition Center C

Tips to Make the Most of the WorkForce:

- **COME PREPARED.** Pre-registration is not required, but will save you time at the fair. Visit www.waicucareerconnect.org/students/workforce to pre-register by 2/13/19, so you can by-pass long check-in lines the day of the event and get a pre-printed name tag. Then, review the list of employers attending WorkForce 2019 and identify 5-10 companies with which you want to connect. Spend time researching them so that you can ask focused and specific questions.
- **DRESS APPROPRIATELY.** First impressions are important, so dress professionally. If possible, wear a suit. If you don't have one, dress pants and a button-down shirt are appropriate. Avoid wearing jeans, leggings, sweats, t-shirts, athletic shoes, or anything else too casual.
- **BRING COPIES OF YOUR RESUME** to submit to employers. Not all employers will accept your resume at the fair, but it is best to be prepared. If you've never written a resume or you'd like to strengthen your existing one, stop in the Alverno Career Studio (FO 101) or call 414-382-6010.
- **ALLOW YOURSELF ADEQUATE TIME.** Many other students may be interested in the same employers as you, so assume that you may need to wait to speak with some employers.
- **GET YOUR BEARINGS.** When you arrive, take a few minutes to review the directory for the fair. You can increase your comfort level if you locate and walk by the employers with whom you're most interested.
- **PRACTICE INTRODUCING YOURSELF.** Prepare a short "commercial" that you can use as you introduce yourself to recruiters. If possible, describe: 1) who you are currently (student status, major, jobs or leadership roles), 2) what type of position you're now seeking, and 3) any experience or skills you have related to that position.
- **TAKE NOTES** when you inquire about next steps and the possibility of talking with additional managers. The recruiter at the fair may not be able to answer all of your questions, so write down the names and contact information of other staff in the organization, who you can contact later
- **ASK THE RECRUITER FOR HIS/HER BUSINESS CARD**, and send a thank-you note or email **within 24 hours** of the fair. Having the business card of the recruiter will provide you with a contact at the organization, including the proper spelling of the recruiter's name and direct contact information. Sending a thank-you note acknowledges the time and information the recruiter gave you, and is a mature professional habit to develop.
- **BE COURTEOUS!** If you're not a fit for the positions an employer currently has open, you may be down the road. Thank every recruiter for his/her time, express your interest in their organization (if applicable), and send a thank you email or LinkedIn message after the event to keep the relationship going.