May 10th 2023 Bellevue College

Networking & Job Fair

Tips to get you at the center of the attention

During the Fair

**Strategy:** You have already done the first step by researching the companies that interest you at <https://www.bellevuecollege.edu/careers/students/>

The second step is seeing if any new companies have registered when you arrive. The third step is surveying the layout of the fair and determining the order of your approach. Some experts suggest meeting with your top choices first, talking with the other companies next, and then returning to your top choices at the end of the event to thank them again for their time.

**Interviewing:** You may only have a few minutes to market yourself to the company representative, so you need to make the most of your time. Many experts suggest that you develop a one-minute “commercial” that highlights the key benefits that you can offer the organization. Also, remember the three keys to all interviews: make eye contact, offer a firm handshake, and show enthusiasm. You should also prepare answers to interview questions just as you would any employment interview. The most common question you will face is something along the lines of “what are you here for today?” Make sure you also have some questions ready for the representative. A great concluding question for you to ask is, “What do I need to do to obtain a second meeting with your firm?” Finally, make sure to avoid poor communication bad habits, such as fidgeting, rocking, chewing gum, etc.

**Intangibles:** There are several other things you can do to help make your job fair experience a success.

-If you did not prepare for a company you want to interview for, try eavesdropping on several of the interviews ahead of you so you can better prepare; do also try to get some company literature from the booth before getting in line so you can read about the company while waiting; don’t just stand in line doing nothing.

-If your ideal company is looking for computer technicians and you want to work in accounting, do still interview with the company at the fair, being sure to leave the interview with the contact information of the person responsible for hiring in that area; don’t be discouraged and walk away.

**Networking:** Job fairs are all about networking. Of course, you are building a network with the recruiters – this task is your most vital goal. However, you can also network with your fellow job seekers in terms of sharing information about job leads, companies, and their recruiting strategies and styles. There may also be professional organizations or employment agencies on hand at the fair, which are also good sources for networking.

After the Fair

**Follow-up:** You would be surprised at how few job-seekers actually take the time to follow-up their job fair interviews, thus when you do it, you will get an edge over the many others who do not. There are two main methods of follow-up. Some experts suggest actually calling the recruiter the evening of the fair and leaving a voicemail message thanking the recruiter again for his/her time that day. A more concrete and traditional method is to write a thank you note and mail it the next day to the address on the recruiter’s business card. In the letter, thank the recruiter for his/her time, restate your interest and qualifications for the position, reiterate your interest in a second interview, and make a promise to follow-up the letter with a phone call (and then make sure you do in fact call). You probably should enclose another copy of your resume to be sure.

Check out BC Handshake Job Board!

In addition, did you know that currently there are 567 open jobs and internships on Handshake, BC’s online job board? Connect to them by creating an account at

https://www.bellevuecollege.edu/careers/handshake/

For more information, check our website at <https://www.bellevuecollege.edu/careers/>

Or call our intake desk at (425) 564-2279, or stop by our Center, 3rd floor of the U Building.





