

Getting the most out of a Job Fair

9 SEPTEMBER 2016



Job Fairs are a good opportunity

Employers looking to recruit new staff

- They have invested in the event
- Taking time out of the office

Face to face meetings without having to apply

- Opportunity to make an impact
- A chance to ask questions

Efficient use of your time

- Meet lots of companies in a short space of time
- May discover new companies/opportunities that you have not seen online

Preparation is key to success

Know who is there

- Prioritise who you want to talk to
- Write a list
- See what jobs they are advertising

Think of it as a mini interview

- Get the basic company information before you go
- Think about what you want to know e.g. who should I speak to

Decide what to take

- A few printed CVs could be useful

On the day

Dress reasonably smart

- Probably “smart casual”
- First impressions count
- Smile, be positive and interested

Start by asking questions

- Ask about the company, showing you know something about them
- Ask about the person you are talking to, who are they and what is their role
- Find out who they are looking for

On the Day (2)

Make your approach

- Let them know who you are and what you are looking for (elevator pitch)
- Gauge the response
- Hand over a CV if appropriate

Ask what the next steps are

- Get a business card or take details
- Get more information about how to move on in the future

Move on

- Time is short, they (and you) need to talk to lots of people
- Possibly take a shot of the stands

After the Fair

Write up your notes

- Names of people you met and contact details
- Information gleaned about the companies
- Your impressions

Follow up any actions

- If you said I will send a CV – then make sure you do
- Ideally do this by next working day so you are still fresh in their mind
- Can send a thank you note
- If appropriate send a Linked-In request
- Log your activity for job centre

Cambridge Network Recruitment Event 16 September 2016

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Recruitment Event September 2016

Featured Jobs

- US Inside Sales Representative
Redgate Software Ltd
- Senior Embedded Software Engineer
Cambridge Touch Technologies, Ltd.
- Senior Software Engineer (Java)
Nokia

Are you a candidate looking to network with some of the region's key employers? Are you looking for job opportunities and want to see what employers in Cambridge are offering? Cambridge Network, along with our headline sponsor TTP, is running a recruitment event in September.

Dates	16 Sep 2016 - Download as vCalendar
Opening times	12-4pm
Cost	Free (members) / Free (non-members)
Venue	Hauser Forum, Entrepreneurship Centre, 3 Charles Babbage Road, Cambridge CB3 0GT
Organiser name	Claire Angus
Telephone	01223 760133
Email	claire.angus@cambridgenetwork.co.uk

★ **Featured event** **Limited availability**

Member price	Non-member price	<input type="button" value="Book Now"/>
Free	Free	

Event details:

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Jobsletter signup

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Who will be there?

Here are all of the companies you can meet on the day:

TTP	Amazon
Arcus Global	Marshall Aerospace
IT Governance	Metall
Cosworth	Zinwave
Illumina	Pico Technology
PCME	Royal Society of Chemistry
Domino Printing Sciences	polkadotfrog
Qualcomm	Bespak
PA Consulting	Blacktrace Holdings
Linguamatics	Excell Group
Cambridge Enterprise	Displaylink

This event is sponsored by TTP Group



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With workshops from



Your Key Messages (elevator pitch)

What do you want someone to remember about you?

Help them quickly understand who you are and what you can do

Could include

- Your name (personal brand)
- Skills
- Experience
- What you are looking for

Ideally need a clear point that each part of the pitch supports

What to include

Think about how you would complete these sentences

I am a

I have done

I want to

I am interested in

I am someone who

One approach is a two breath message

*“I want to do a job that allows me to do A and B and C
... in an organisation that is doing X and Y and Z”*

A, B and C are the motivated skills – the things you do best

X, Y and Z are the field and style of the organisation you want to work for

Works much better than job titles

Delivery

Should feel natural to you

- Use your own words
- Avoid CV speak

You will need say it out loud

- Body language is crucial

Can refine with practice – pay attention to the reactions

Exercise

Try out your pitch