



HIRING FAIR '22

Preparation Guide



The Hiring Fair is designed to connect young people (you!) to current job openings in Lane County.

Are you ready? *Follow the five steps below to prepare.*

STEP 1: Before April 21st, **RESEARCH** at least four of the registered businesses.

[Review this list of businesses](#) that are registered for the Hiring Fair. Please check back frequently before the event as this list will continue to be updated.

Be prepared to answer questions such as:

- “What do you know about our company?”
- “Why do you want to work here?”

Prepare a few questions to ask each company based on your research.

Researching the businesses ahead of time is the best way to prepare for the Hiring Fair.

Prepare:

- Visit the business’s website.
- Read the “About Us” or “History” pages to get general information.
- Review the available jobs.
- **Complete the available application for the job you are interested in.**
- Ask around to find out what people in your community know about the business.

STEP 2: Before the hiring fair, prepare your **RESUME**.

[Tune in via Zoom to the Hiring Fair Resume-Building webinar](#) at 2:30 pm on Wednesday, March 30th.

Join us for a resume building workshop the very next day from 3:30 – 5:00 pm for one-on-one resume-building support. Elevate staff will help you write a new resume or build upon your current draft. [RSVP to attend](#) virtually or in-person.

Resume Advice:

- Format your resume so information is clear & easy to find. Avoid hard-to-read fonts and be sure to proofread more than once.
- Identify accomplishments and achievements, not just job descriptions.
- Don't forget to add activities, hobbies, skills, and experiences that translate to the workplace.
- Cater your resume for the industry so your experience is relevant for the job.
- Don't start from scratch—look for a template on Google or Word.

Prepare:

- Create or update your resume
- Ask for adult and peer feedback
- Bring 6-10 copies of your resume
- On-site resume printing will be available at SparkLab!

Video Resource: [Resume Building Webinar](#)

STEP 3: WEAR professional and appropriate clothing to the Hiring Fair.

Business dress / business casual are the common terms for the level of dress most businesses expect from candidates.

- Clothing choices could include: a nice blouse; a collared shirt; clean slacks or dark pants; non-sneaker shoes; a tie, watch, or a small amount of jewelry.

Suggestions:

- Make sure your clothes are clean and if possible, ironed—avoid wrinkles if you can.
- Avoid hats, ripped jeans, flip-flops, etc.

Prepare:

- Talk with a teacher or counselor about your outfit for the hiring fair.
- We can help too! Contact us for clothing assistance at info@connectedlane.org.

STEP 4: At the Hiring Fair, be prepared to **INTRODUCE** yourself concisely and frequently.

You can talk to potential employers about your hobbies, volunteer or work experience, sports, or interests, but keep it relevant.

Make sure you explain how your experience and skills can relate to working in the specific business:

- For example, being the captain of your football or robotics team requires you to have *leadership skills*.
- Taking piano lessons for 5+ years requires *drive, dedication, and timeliness* in order to be prepared and on time to lessons.

Prepare:

- Practice your “elevator speech” where you introduce yourself in under one minute.
- Practice making eye contact and shaking hands with classmates or friends.

Include:

- Your name
- Where you go to school
- Your skills/experience/interests related to the job
- Your goals or reason for seeking the job

STEP 5: At the Hiring Fair, you may find yourself **INTERVIEWING** for a job. Be prepared!

[Tune into the Hiring Fair Interviewing 101 webinar](#) at 2:30 pm on Wednesday, April 13th.

Join us for a mock-interview workshop the very next day from 3:30 – 5:00 pm. Elevate staff will help you practice your interviewing skills before the Hiring Fair. [RSVP to attend](#) virtually or in person.

Video Resource: [Interviewing 101](#)

Prepare:

- Practice! Find a partner and take turns conducting mock interviews.
- Everyone gets nervous. Preparation and practice are key to calming these nerves.
- Take a deep breath before answering questions. It’s okay to pause to collect your thoughts before you answer.

Good luck! Remember to have fun and ask our staff if you have any questions.