



YOUTH JOB FAIR PREPARATION CHECKLIST

Personal Preparation - BEFORE FAIR

- Select employment attire –
Not school, play, or club attire
Treat this like a job interview
- Minimize piercings, jewelry, cologne
- Clean hair, clean clothes

Employment Preparation – BEFORE FAIR

- Review common interview questions & answers
- Prepare questions for employers
- Prepare a brief description of yourself & your career objectives
- Make copies of your introduction letter, resume and references

Employers Contact – AT THE FAIR

- Make eye contact, SMILE, introduce yourself, explain your career goal and why you chose that employer
- Approach employers yourself –
No parents – No friends
- Ask the employers about the jobs they have
- Be respectful –
Remember the employers are hiring – not you

“Equal Opportunity Employer/Program”