



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

Employer 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