



TEEN JOB FAIR PREPARATION CHECKLIST

Personal Preparation - BEFORE FAIR

- Select employment attire- Treat this like a job interview
 - Not school, play, or club attire
 - Minimize piercings, jewelry, cologne
 - Clean hair, clean clothes with no holes
- Bring your employment information
 - Bring copies of your reference list
 - You should have at least **3** references (non-family member)
 - You may want to bring information about current or previous work experience
 - If you have one completed also bring a resume (not required)

Employment Preparation – BEFORE FAIR

- Prepare questions for employers
 - Research company websites
- Prepare a brief (20 – 30 second) description of yourself and your skills
 - Tell about your work experience
 - Tell about team and club participation in school
 - Tell about volunteer experience

Employers Contact – AT THE FAIR

- If possible arrive during the first half of the event
 - Some employers may leave early
- Turn off cell phone
 - If you cannot turn it off for any reason, make sure to put it on “vibrate”
- **Remember, FIRST IMPRESSION COUNTS!**
 - Be respectful
 - Be polite to everyone
- Approach employers yourself (not parents or friends)
- Maintain good eye contact

- Take notes
 - Remind yourself of important information (such as follow-up for after the event)
- Repeat the recruiter's (employer representative) name during the conversation
- Smile and shake hands with each new recruiter you approach
- Act confident!
- Tell about your work experience
 - Do not exaggerate your skills, knowledge, or experience
- **Avoid**
 - Wearing jeans (If you have to wear them try to wear ones that are dark & clean without holes).
 - Wearing clothing that is too tight, short, or baggy
 - Talking negatively about former employers
 - Dropping off your resume/application without speaking with recruiter
 - Chewing gum
 - Using words like, "umm" or, "ya know", or any other type of slang
 - Interrupting a recruiter while they are talking to someone else

Follow-up – AFTER THE FAIR

- Follow-up
 - Contact the recruiter by email
 - Send your resume (if asked at job fair)
 - Submit an online application (if asked at job fair)

Can't wait to see you at the Teen Summer Job Fair on
 Tuesday, April 25th from 4 – 7 pm
 at
 Nash County Agriculture Center
 1006 Eastern Ave
 Nashville, NC 27856

Good Luck!



N. C. Cooperative Extension is an equal opportunity provider.