



**Mayor's Office for  
People with Disabilities**

## **Making the Most of a Job Fair**

### **How to Prepare**

- Research the company and be able to communicate what you have discovered.
- Bring multiple copies of your resume
- Practice your elevator pitch and interview questions; prepare questions for the employer
- Keep track of who you have spoken with and collect business cards
- Dress professionally
- Arrive at least 15 minutes before the start of the event
- Use a large envelope, folder, or folio to carry copies of your resume, notes, and business cards

### **Research Tips**

The people you will meet with want to know *why you* want to work for them. You can expect to be asked some version of “what do you know about us?” In addition to reviewing their website, what else can you learn about the company? Make notes for yourself. Target a few of the companies in attendance that you’re most interested in.

### **Know the facts:**

- Where are they located/headquartered?
- How many offices/sites do they have?
- Who started the company and for what purpose?
- Who are their customers or clients? What programs, services, or products do they provide?
- What differentiates them from their competitors?
- What is their company culture? What diversity programs do they promote?
- What is their mission, vision, and/or values? What resonates with you and your values?
- Do they have any new initiatives, strategies, or programs they are promoting?
- What is included in their annual report, press releases, and/or media? What have they shared on social media recently?
- Who does this company partner or collaborate with?
- What do they look for in prospective employees, especially in the kinds of roles you’re targeting?
- What kinds of jobs or internships are currently available?

### **During the Event**

- ✓ Interact one-on-one: Don’t visit the tables with a group of friends. Interact with the organization’s representatives on your own. This is your chance to stand out.
- ✓ Try approaching the empty tables, rather than standing around waiting in line.
- ✓ When you end a conversation, ask for business cards from each representative you meet.

## **One-on-One Conversations**

### General Questions:

1. Tell me about yourself.
  - a. In about 30 seconds, share who you are, what you do, what your career goals are and what value/skills you would bring to the company. This is not a time to share personal information, such as your age or nature of your disability.
  - b. Consider how you can pitch yourself to match the organization's needs. Keep in mind to whom you are pitching and what will distinguish you from other candidates.
2. What do you know about this company and why do you want to work for us?
  - a. How will your skills and experience help them to achieve their goals?
3. What are your strengths?
  - a. Relate your strengths to what they are asking for in the job description.
4. What are your weaknesses?
  - a. Make sure this is not a key element of the job requirements. Emphasize what you are doing to work on this weakness.
5. What is your proudest accomplishment?
  - a. This should be either professionally or educationally related.
6. Why should we hire you?
  - a. Think about the role and why you would be a good fit. Connect your responses to what you have learned about the company.

### Questions to Ask Your Interviewer:

- Can you describe a typical day?
- How would you describe the company's culture? What types of people generally thrive here?
- What are the biggest challenges the person in this role will face?
- How will the success of the person in this role be measured?
- What are the next steps and when can I expect to hear from you?

### **After the Event**

1. Review your notes from the interview.
2. Submit any information or documentation requested per the company's/interviewer's instructions.
3. Send a thank you note to all interviewers within 48 hours, reviewing what was discussed and why you are a good fit.