

Employer Tips for Success



Monday, October 30, 2017 - 10am-2pm
Mystic Marriott Hotel & Spa
www.theday.com/jobfair

1. Register your company to have a booth at the Fall Job Fair by October 16, 2017 and provide all materials necessary to ensure you have an eye-catching and effective advertisement in the Job Fair supplement (*publishing in The Day on October 30, 2017 and available at the event*).
2. Make sure all paperwork is completed in advance of the event and know arrival times, set-up and break-down times.
3. Make sure your company representatives are knowledgeable about your company and the positions available.
4. Arrive early so you have plenty of time to set up your space.
5. Make your booth stand out and look presentable and professional, have freebies for prospective candidates, promotional materials about your company and/or the positions you are hiring for, candy, etc.
6. Make sure you and or your company representatives are alert and friendly during the event.
7. Have plenty of business cards on-hand, a name tag, and plenty of job applications (*if you plan to accept applications on the spot*).
8. Prepare questions and responses for on-the-spot interviews.
9. Respond to all potential candidate inquires and follow up after meeting them.
10. Be relaxed and enjoy the opportunity to network with potential employees and other businesses in the area.

