

spring2018

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# JOB FAIR

## EMPLOYER TIPS FOR SUCCESS

- 1 Register your company to have a booth at the Spring Job Fair by April 2, 2018 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 April 15, 2018 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.

**Monday, April 16, 2018 • 10am-2pm**  
**Mystic Marriott Hotel & Spa**