

# Presented by:



**September 20th, 2011**

**10:00 am to 1:00 pm**

**Masonic Hall**

**31 Green Street, Newburyport, MA**

Partners:

Greater Newburyport Chamber of Commerce  
City of Newburyport Mayor's Office

Media Sponsor:

Employment Times/MyJobWave.com

## Job Seekers

- ✦ First Impressions Matter
- ✦ Prepare to Interview
- ✦ Practice your 30 second introduction
- ✦ Dress - Neat & Clean Appearance
- ✦ Resume - bring multiple copies
- ✦ VWCC Members bring your card
- ✦ Membership or Pre-Registration not required
- ✦ Network with other job seekers
- ✦ **Parking:** available at the municipal parking lot.
- ✦ **Driving Directions:** [www.mapsonus.com](http://www.mapsonus.com)
- ✦ **MVRTA Bus Access:** [www.mvrta.com](http://www.mvrta.com) - Take Bus #54 to Newburyport  
Other routes take local bus, transfer at the Haverhill  
Transit Center located at 12 Washington St  
Haverhill, MA.

## 6th Annual Newburyport, MA Clipper City Job Fair

### Participating Employers

AAA - American Automobile Association  
Adecco  
American Resource Staffing  
Anna Jaques Hospital  
CIANBRO  
ENPRO Services  
Freedom Fertility Pharmacy  
General Dynamics  
Hesser College  
L-3 Communication Maritime Systems  
Magellan Aerospace Corporation  
Munters Corporation  
National Employment Service Corporation  
Pinnacle Financial Consulting LLC  
Portsmouth Naval Shipyard  
Raytheon  
Rochester Electronics  
Seabrook International LLC  
Strem Chemicals, Inc  
TD Bank  
Turning Point, Inc.  
U.S. ARMY National Guard

More Companies Being Added  
Watch for Update On:  
[www.valleyworks.cc](http://www.valleyworks.cc)  
09.12.11

# Dress for Interview

## Neat & Clean Appearance

## First Impressions Matter



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## Things To Avoid

T-shirts

Un-combed Hair

Sneakers

Unusual Hair Styles/Colors

Platform Shoes

Undergarments Showing

Excessive Makeup

Excessive Jewelry

Tank Tops/Halters

Jeans/Shorts

Un-kept Clothing

Funky Boots

Chewing Gum

Backpacks

Un-kept Facial Hair

Poor Personal Appearance

Tattoos

Revealing Clothing

Hats/Caps

Flip-flops

Body Piercings

Strong scent perfume or cologne

Cell Phones, Ear Phones, iPods

Top Unbuttoned

Tight Clothing

Poor Personal Hygiene

Bringing Children

# How to Make the Most of a Job Fair!

## Benefits of a Job Fair

- Talk face to face with professionals who are difficult to reach
- Save time and expense of mailing your resume
- Meet with other job seekers and network in your profession
- Focus your energy on companies that are actively seeking new employees
- Make a good impression in a way that a resume cannot - with a smile and a handshake

## Why do companies participate?

- To be seen - visibility - PR - Marketing vehicle
- To attract good applicants / Hiring for openings
- To educate the public on its mission and purpose
- Building up applicant pool for future openings

## Before the Job Fair

- Research Companies
- Know who you want to connect with at the Job Fair
- Be open to opportunities

## During the Job Fair

- Dress and act professionally. You may be meeting your new boss for the first time and you do not want your first impression to be anything less than professional. Your purpose is to make a good impression and create an opening for further contact.
- Talk to someone at each booth. Use your preparation knowledge during this approach - use your (30 to 60-second commercial and ask questions you have prepared that demonstrate knowledge of your field.
- Do not be shy - if the rep does not handle the opening directly, ask for referral.
- Take business card/company materials
- Ask them what their next step is - May you follow up, when and how should you follow up?
- THANK them for their time
- Take reminder notes of your conversation.

## Follow up after the Job Fair

- Send thank you note
- Send resume and cover letter to the companies that interest you and did not speak with. Call to follow up with the companies you met with - refer to notes!

## The Three Types of Job Fair Interviews

It's important to understand the most common types of interviews that take place at a job fair since your approach should be different with each. As you watch and listen from the side, you will be able to determine which type of interview is being conducted and to modify your approach accordingly. The following are the three basic types.

### Screening Interview

This interview usually lasts no more than two to three minutes and is usually conducted by employers whose main interest is gathering resumes and initial impressions before making decisions as to whether they will move to the next step. Your strategy should be to quickly point them to the key areas in your background that reflect their needs. This is the time to use your **Thirty-Sixty Second Elevator Pitch**, keeping it short and succinct. Ask for a business card and inquire as to the next step. The Thirty-Second Elevator Pitch is the basic introduction of who you are and what you are seeking. It will form the basis of your introductory message when networking, your opening statement in telephone contacts with employers, and the foundation of your "Tell me about yourself" answer in interviewing.

### Mini-Interview

This interview usually lasts five to ten minutes and is conducted at the employer's booth, usually (although not always) seated, rather than standing. Be prepared to give a full introduction of your background and quickly position yourself as someone who is a good fit in relation to that employer's needs. Make sure all your answers position you as the candidate who meets the employer's needs. Ask for a business card and inquire as to the next step and if you may follow up.

### Full Interview

The full interview if there is one being conducted. Be prepared for full-length interview twenty minutes or more. Be aware that you may actually be interviewed by technical or line managers. Make sure you are prepared for the interview. At the end of the interview, if you are truly interested, inform the interviewer of your interest and inquire as to the next step. Assume that he or she is also interested. Just make sure you know what the next step will be and follow up.

## Interview Follow Up

- Thank all of the contacts met during the Job Fair
- Follow-up with employment leads and employers
- Act on the next steps with speed and appropriateness
- Proof read all communications
- Address employers' issues and concerns
- Send a Follow-up within two business days
- Update and Follow-up with your references

**Still have concerns!**

Visit ValleyWorks Career Center meet with a professional staff.



Share with ValleyWorks Career Center the news about your job.  
Tell us about your new job and be eligible to win a \$50.00 Gift Card.

**Requested Information Section:**

Your Name	
Your Phone Number	
Your Member ID#	
Did you get your job from a Job Fair	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer/Agency Name	
Employer City	
Employer State	
Employer Zip Code	
Employer Telephone	
Start Date	
Hours Per Week	
Job Title	
Job Status	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per Diem
Hourly or Salary - Wage	<input type="checkbox"/> Hourly & Wage \$ <input type="checkbox"/> Salary & Wage \$
Medical Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No
Counselor's Name	

**Raffle Drawing:**

All information shared is kept confidential. The requested information is intended to be for the use of ValleyWorks Career Center only and will not be shared with any other parties. The ValleyWorks Career Center uses this information to improve our services, enhance outreach and understand the ongoing and ever changing job market place, to better connect job seekers and employers.

**Raffle Drawing Dates - Year 2011:** Survey received will be eligible for the raffle on these raffle-drawing dates.

Month	Drawing Date	Month	Drawing Date	Month	Drawing Date	Month	Drawing Date
January	February 16	April	May 18	July	August 17	October	November 16
February	March 16	May	June 15	August	September 14	November	December 14
March	April 13	June	July 13	September	October 19	December	January 2012

**Return Information Section:**

(Either – Email Form to Sender, Phone, Fax, Mail or Visit a ValleyWorks Career Center site)

**Haverhill Site** -192 Merrimack St ♦ Haverhill, MA 01830 ♦ Phone 978.469.7800 ♦ Fax 978.469.7844

**Lawrence Site** - Heritage Place ♦ 439 South Union St ♦ Lawrence, MA 01843 ♦ Phone 978.722.7000 ♦ Fax 978.722.7090

The ValleyWorks Career Center (VWCC) is a workforce development collaboration of the Department of Training and Development and the Division of Career Services. Chartered by the Merrimack Valley Workforce Investment Board (MVWIB), the VWCC is funded through the Workforce Investment Act, the Commonwealth Corporation, the Division of Career Services, the Department of Workforce Development, the Department of Transitional Assistance, the Department of Labor, the Department of Education and the Commonwealth of Massachusetts. A federal- and state-funded center, the VWCC is designed to provide comprehensive services to job seekers and employers of the Merrimack Valley. The VWCC is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. VWCC-Lawrence TDD/TTY: (978) 722-7088. VWCC-Haverhill TDD/TTY: (978) 469-7859