



# Making the Most of a Hiring Event

A hiring event can be an opportunity to connect with an employer to learn some hiring tips, as well as connect with other job seekers. Maximizing the event correctly increases your chances of employment and network connections. Be positive, confident and engaging!

## Before the Hiring Event:

- **Research the companies you are interested in that will be attending the hiring event and try to have some knowledge of all the companies attending.**
  - ☐ Employers are impressed with job seekers that come prepared with knowledge of the company and know specifically what you want to do and how you can contribute. Additionally, try to apply for some of the positions you're interested in a day or two before the event and share that fact with the company representative at the hiring event.
  - ☐ Prioritize the companies that you are most interested in first. Identify specific jobs you qualify for so when you meet with employers, you will have thoughtful questions. Your goal should be to talk to all the employers at the hiring event, if possible, since you never know where the right opportunity may come from.
- **Prepare different resumes targeting different positions and bring several copies of each.**
  - ☐ If you are interested in more than one career option, prepare resumes that are tailored to those career fields. Ensure you are organized.
- **Develop and practice your introduction – an elevator pitch.**
  - ☐ Be prepared to introduce yourself and make an impression! Tell the employer your unique story, career accomplishments and what sets you apart from other potential candidates. Be brief, friendly and professional. Practice and always smile!
- **Dress appropriately.**
  - ☐ First impressions are important. Dress like it's an interview. Business professional is the norm. Use good judgment.



# Making the Most of a Hiring Event cont.

## At the Hiring Event:

- **Arrive early, speak with employers and attend workshops.**
  - ☐ When you arrive, locate and engage with the employers you are most interested in. If time allows, meet with the additional employers. Remember, this is also a networking and learning event, so make connections and attend workshops.
- **Introduce yourself and give your elevator pitch.**
  - ☐ Extend your hand, use a firm grip, look employer in the eye, say “hello”, smile and state your name. Give your pitch, ask questions, listen and pass along your resume.
- **Take notes and the employer’s business card.**
  - ☐ Ensure to capture career advice and/or any important information that the employer is sharing with you. Ask for their business card or write down their contact information for later follow-ups. Keep in mind to be respectful and courteous.

## After the Hiring Event:

- **Apply for additional positions as discussed with employers.**
  - ☐ When applying for new positions, ensure your cover letter mentions meeting with the employer during the hiring event.
- **Follow up by email.**
  - ☐ Shortly after the hiring event (no later than 48 hours), send an email thanking the employer for the information and let them know you have applied to ABC position as discussed.