



## A **HIRING FAIR** FOR NEWCOMERS AND INTERNATIONAL STUDENTS

### **Hiring Fair Checklist for Job Seekers**

#### **BEFORE THE HIRING FAIR...**

1.  **Ensure you are legally eligible to work in Canada.** Note, all permanent residents are allowed to work in Canada (visit: <http://www.cic.gc.ca/english/newcomers/about-pr.asp>).
  - a. If you are an international student you will require a work permit. For more information on how to apply, visit:  
<http://www.cic.gc.ca/english/information/applications/guides/5580ETOC.asp>
  - b. If you are here as a temporary worker, ensure that your work permit has not expired. To extend your work permit, visit:  
<http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=185&top=17>
  - c. To check on application processing times, visit:  
<http://www.cic.gc.ca/ENGLISH/information/times/index.asp>
  - d. For more information regarding open work permits (i.e., a work permit that is not job-specific), visit: <http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=177&top=17>
2.  **Update and improve your resume.**
  - a. This is the only document recruiters will have to remember you, so keep it professional.
  - b. Check for typos and other spelling errors.
  - c. Bring multiple copies in a folder/envelope to keep them neat.
  - d. Attend resume preparation workshops or meet with your employment counsellor.
3.  **Attend pre-hiring fair workshops** to improve your chances of successfully getting hired.
  - a. See information and schedule on page 4 about our upcoming pre-hiring fair workshops.
4.  **Prepare an elevator pitch (30-60-second max)** – a speech that focuses on what you offer the employer (i.e., skills, benefits), who you are, and what makes you unique.
  - a. Use your pitch at the beginning of your conversation with the recruiter.
  - b. To learn how to create an elevator speech, see the following links for examples:  
<https://www.livecareer.com/quintessential/job-search-elevator-speech/>  
<https://www.thebalance.com/elevator-speech-examples-and-writing-tips-2061976>
  - c. For ideas of what to say in your pitch, ask professionals or others for suggestions, and review your resume to identify your assets and work experience to include.
  - d. Don't just talk about your education, also talk about your accomplishments, experiences, technical skills, and soft skills (e.g., good people person, strong communication skills). Employers want a strong, well-rounded candidate.
5.  **Prepare answers for common interview questions and a few questions to ask recruiters** that could not be answered from the company website.
  - a. The most common question you will face is something like, “*What are you here for today?*” Seems like an easy question to answer, especially if you've done your

homework and can tailor your answer to your interests and the company's interests, thereby marketing yourself.

b. A great concluding question for you to ask is, "What do I need to do to obtain an interview with your organization?"

6.  **Look your best at the Hiring Fair – first impressions are very important!**

a. To avoid bad breath pack breath mints.

b. Ensure you are clean and well-dressed. Prepare appropriate attire the night before. For men, it is appropriate to wear a clean shirt and tie, clean shoes, brushed hair, and remove all jewellery. For women, it is appropriate to wear clean pants or skirt, shirt and shoes, brushed hair, and limited jewellery and piercings.

7.  **Pack a pen and paper** to take note and contact information when needed.

### **DURING THE HIRING FAIR...**

8.  **Arrive early.** Lines to enter the job fair can be very long, so arrive early before the fair officially opens. Arriving early will help ensure you will be able to visit all the employers you want to see before the event becomes overcrowded with applicants.

9.  **Take a walk around the fair and develop your strategy.**

a. You need to devise a strategy or plan of attack for the fair. You've already done the 1<sup>st</sup> step by researching the companies you are interested in.

b. The 2<sup>nd</sup> step is seeing if any new companies have registered when you arrive at the fair.

c. The 3<sup>rd</sup> step is surveying the layout of the fair and deciding the order of who to approach first. Some experts suggest meeting with your top choices first thing, interviewing with your other choices next, and returning to your top choices at the end of the day to thank them again for their time.

d. Remember to stay flexible as your top choices may be the top choices of many, creating long lines that you may want to avoid.

10.  **Maintain a positive and energetic attitude throughout the day.**

11.  **Try to establish a positive rapport with each recruiter.**

a. First impressions are really important, so remember to smile, stand up straight, make eye contact, offer a firm (but not death-grip) handshake, speak loud enough so the recruiter can hear you in the crowded room, use your elevator pitch, show interest in the organization by showcasing your knowledge of each company, and ask questions to better understand the organization or positions available.

b. Avoid poor communication bad habits, such as fidgeting, rocking, chewing gum, and playing with your cell phone.

12.  **Ask about the organization's recruitment process**, including the next step after submitting your resume.

13.  **Find out the recruiter's contact information**, by collecting a business card (which is important in building your network), so that you can follow-up later if you did not hear back from them after a week or two.

14.  **Remember not to overstay your welcome.** If the recruiter starts to look away and lose their attention, its time to move on.

15.  **Network with as many people at the hiring fair as possible**, including fellow job-seekers and organizers – the more people in your network, the better connections you will have!

## **AFTER THE HIRING FAIR...**

16.  **Follow-up with each recruiter** about 1-2 weeks after the Hiring Fair. When you contact them, express your continued interest in the position.
  - a. For an example of how to follow-up with recruiters after a hiring fair, visit:  
<https://www.thebalance.com/job-fair-follow-up-2060750>
  - b. Add people you have met to your LinkedIn account and send a friendly thank you for the time the employer took to speak with you at the hiring fair.
17.  **Review and reflect**
  - a. Think of which employers you had the best connection with, and decide what your next steps should be.
  - b. For practise, write down interview questions that you were asked by employers.
  - c. Speak to your employment counsellor after the hiring fair for follow-up techniques and discuss your questions and experience.

### **REFERENCES:**

<https://www.livecareer.com/quintessential/career-fair-checklist>

<https://www.thebalance.com/tips-for-attending-a-college-job-fair-2059840>

<https://www.thebalance.com/tips-for-getting-the-most-out-of-a-job-fair-2061616>

## **Saint John's 1<sup>st</sup> Newcomers and International Students Hiring Fair is PROUDLY brought to you by:**

*Post-Secondary Education, Training & Labour (PETL)*

*City of Saint John*

*Opportunities New Brunswick (ONB)*

*Saint John Local Immigration Partnership (SJLIP)*

*Enterprise Saint John (ESJ)*

*PRUDE Inc.*

*YMCA Newcomer Connections*

*Saint John Multicultural & Newcomers Resource Centre (SJMNR)*

*Atlantic Human Services (AHS)*

*Saint John Learning Exchange (SJLE)*

*Options Employment Outreach Inc.*

*Human Development Council (HDC)*

## Pre-Hiring Fair Workshops & Sessions

To help prepare newcomer and international student job-seekers for Saint John's upcoming Hiring Fair on November 29<sup>th</sup>, several community organizations are offering **FREE workshops and sessions** leading up to the event. Below is the schedule for various workshops and one-on-one sessions.

**Pre-registration is required for ALL sessions.** Register soon as spots are limited! To register or ask questions, you may contact the corresponding organizations listed below via email. The location of each workshop, unless otherwise specified, is listed under each organization.

### PRUDE Inc.

Location: 165 Union Street, Suit 301, Saint John, NB; Email: [a.beckwith@prudeinc.org](mailto:a.beckwith@prudeinc.org)

### Saint John Learning Exchange (SJLE) / Options Employment Outreach Inc. (Options)

Location: 139 Prince Edward Street, Saint John, NB;

Email: [erin.mackenney@sjle.org](mailto:erin.mackenney@sjle.org) or [mary@optionsoutreach.com](mailto:mary@optionsoutreach.com)

### Atlantic Human Services (AHS)

Location: 133 Prince Edward Street, Saint John, NB; Email: [dhenry@theahsgroup.com](mailto:dhenry@theahsgroup.com)

**YMCA** (Note: ALL YMCA workshops will be held at UNB-SJ, see room # in calendar below for details.)

Location: 191 Churchill Boulevard, Saint John, NB; Email: [k.basque@saintjohny.com](mailto:k.basque@saintjohny.com)

## November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11 Remembrance Day
12	13	14	15 <b>9:00a-12:00p</b> Resume Writing Basics CLB; 3-4 (YMCA) @ <b>UNB</b> (rm 14)	16 <b>12:30-3:30p</b> Resume Writing Basics CLB 5 plus (YMCA) @ <b>UNB</b> (rm 16)	17 <b>10:00a-12:00p</b> Job Fair Preparation (AHS)	18
19	20 <b>1:30-4:00p</b> One-on-one Interview Help (PRUDE Inc.)	21 <b>9:30-11:30a</b> One-on-one Interview Help (PRUDE Inc.)	22 <b>9:00a-12:00p</b> Interview Basics CLB 3 plus (YMCA) @ <b>UNB</b> (rm 14)	23 <b>9:00a-12:00p</b> One-on-one Help with Approaching Employers (SJLE & Options)	24	25
26	27 <b>1:00-3:00p</b> Job Fair Preparation (AHS)	28 <b>1:00-3:00p</b> Job Fair Preparation (AHS)	29 <b>1:00-4:00p</b> <b>HIRING FAIR @</b> <b>111 Water</b> <b>Street (Marco</b> <b>Polo Terminal)</b>	30		