

Career Fair Checklist

Before the Fair

- ☐ Contacted your local WorkBC Centre
- ☐ Tailored Resumes printed and in a folder
- ☐ Elevator pitch ready and practiced
- ☐ Questions to ask employers prepared
- ☐ Notepad and extra pens packed
- ☐ Clean and comfortable business casual outfit picked out

During the Fair

- ☐ Introduce yourself with confidence (smile, shake hands, and use your elevator pitch)
- ☐ Ask Questions, show your interest in the employers
Examples:
 - What roles are you currently hiring for?
 - What do you enjoy most about working here?
- ☐ Collect business cards and pamphlets, take notes:

Company	Contact person	Notes

After the Fair

- ☐ Review your notes, business cards, and pamphlets
- ☐ Send thank you emails to employers who you connected with
- ☐ Apply to job openings with employers you were interested in
- ☐ Keep job hunting and visit WorkBC Centre Courtenay for resources