

## Job Tips & Hints

**Getting ready for a job fair? Here are a few job tips and hints that will help prepare you!**

### **Resume**

- Bring several copies of up-to-date resumes
- If you have multiple job objectives, bring multiple resumes with each objective covered separately.
- Bring a portfolio or briefcase to hold resumes and corporate literature.
- There is no need to bring a cover letter, as **YOU** are the cover letter to your resume.

### **Letters of Recommendation:**

- Make sure the Employer gets a copy of your letter(s) of recommendation; this will force them to file you differently from the rest of their stack of resumes.

### **Prepare a “one minute commercial”**

- Sell yourself in a “one minute commercial” highlighting your strong points, goals, and where you see yourself within the company.
- Keep in mind, some employer representatives may take control of the conversation quickly and you may do more listening than speaking.

### **Dress to Impress!**

- Wear appropriate clothing for the type of work you are applying for.
- Treat this opportunity just like a job interview.
- Be well groomed (face, hair, nails).

### **Be assertive and show initiative**

- Shake hands, make eye contact and introduce yourself to recruiters when you reach the table.
- Look, speak, and act professionally to make a great first impression. A smile goes a long way, even if you're kept waiting for a while.

### **Network the room**

- While waiting to speak to the Employer, don't be afraid to interact with others. You may hear about opportunities they may know about that best fits you.

### **Be enthusiastic**

- One of the most important personal attributes candidates bring to a new job position is enthusiasm. This means employers want to see you smile! Project your interest in the company!
- Do your homework, research the organizations that you're interested in.

### **Explore options**

- Keep an open mind. Take the time to chat with anyone! You might learn something to your advantage and at the very least; you'll be practicing your networking and interviewing skills. Talk to as many people as you can and *listen* to them, too.
- Pay attention to questions you're being asked and the kind of information they are offering.

## Follow-up

- Set yourself apart from the crowd by sending a thank-you note, phone call or even email to the employer.
- At the end of any interview or discussion, be sure to ask what the next steps are in the hiring process.

## Be prepared for **ANY kind of interview!**

### 1) Screening interviews

- Usually will last a few minutes and are conducted by employers whose main interest is gathering resumes and initial impressions. You should quickly point out key areas in your background that reflect their need. This is the time to use your “**one minute commercial**”, keeping it short and to the point.
- Ask for a business card and inquire about the next step in the hiring process.

### 2) Mini-Interviews

- Usually will last 10-15 minutes and are conducted at the employers booth. Be prepared to give a full-introduction of your background and quickly position yourself as someone who is a good fit that meets the need of the employer.
- It's crucial that you're prepared to comment on each item on your resume and give supporting behavioural examples for what might be a single-line bullet item on your resume.
- Ask for a business card and inquire about the next step in the hiring process.

### 3) Full Interviews

- Typically take place in another part of the venue. Be prepared for twenty minutes or more, but would probably not be longer than thirty minutes. You will be asked a number of qualitative, open-ended questions and will be expected to provide specific examples of your past results.
- At the end of the interview, inquire about the next step in the hiring process.

### If you need some assistance to prepare for **Home Depot Job fair** on the following:

- Resume preparation
- Developing your “one minute” commercial
- Interviewing skills
- Review your strengths, skills, goals, and interests

### Contact Us! Our friendly staff will help you step-by-step!

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