**Before the Job Fair:**

* **Visit the nearest Workforce Solutions office** **and register with WorkInTexas.com**  or update your information if you are already registered. Most of the participating employers have their opening posted in WorkInTexas
* **Register for this event by completing the form below and bring it with you.** (Having the registration form completed in advance will reduce wait time for registration and allow you more time to meet with employers)
* **Do your research.** Research participating employers. Knowing who they are, what they do and their business philosophy will impress. You will find a list of employers scheduled to participate on our website.
* **Complete on-line applications**. Many employers require applicants to complete online applications. Identify employers you are interested in and visit their websites and complete their online applications in advance of the job fair. Employers will be impressed that you took the initiative to do this ahead of time.
* **Paper Applications**: There is nothing worse than having an incomplete application. Make sure you take the time to answer all the questions and write legibly.
* **Make a list of questions for employers**. Ask about how they recruit and hire people with your skill set. Your target employers will likely have similar hiring practices.
* **Polish your resume and bring plenty of copies**. This is one of the first things an employer will ask for and it’s the quickest way to present yourself & your skills. Bring a pen and paper to make notes. Staff will be available to make additional copies for you if you run out.
* **Practice your elevator speech**. Begin with a firm handshake and good eye contact. Use a clear voice and provide the employer with concise and relevant information. It’s a good idea to practice with someone else.
* **Practice interview responses.** “Tell me something about yourself”, “What are your weaknesses and strengths?”, “Why do you want to work for us?”
* **Dress Professionally.** First impression is everything

**During the Job Fair:**

* **Staff will be on hand to help you**
* **A copy room will be available**
* **A computer resource room will be set up to help you with online applications, but seats are limited so we suggest you prepare in advance by visiting one of our workforce centers prior to the job fair**

Complete this form and bring it with you

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