



Armstrong County

Career & Job Fair

March 28, 2019

3 PM to 5 PM

Hosted by:

**The Armstrong County
Counselors Association**

**Supported by a grant
from:**

**The Tri-County
Workforce Investment
Board**

Apollo Ridge High School Gymnasium

1825 State Route 56, Spring Church, PA 15686

Individuals seeking employment opportunities are encouraged to meet employers from within and around Armstrong County.

Learn about organizations from your own town which may have opportunities for you.

Come, ready to impress, know what you have to offer and land that promising new career.

Free Job Fair preparation seminars are being held in two convenient locations.

Register on the events tab at PACareerLink.pa.gov

No fees, employers are anxious to meet you.

Get yourself ready with assistance, attend

Essential Skills for Employability

Let's talk about how to

Be NOTICED

We'll discuss...

- How to prepare a resume for the job you want, and then go after it.
- Completing better job applications.
- Impressing the hiring manager.
- The common reasons people lose job offers and how to avoid them.

Pennsylvania
CareerLinkSM

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Choose your day and location!

Tuesday, March 19th @ 10:00 AM
The PA CareerLink® Armstrong County
11931 State Route 85, Suite E, Kittanning, PA

Wednesday, March 27 @ 10:00 AM
Meeting Area—Apollo Memorial Library
219 N. Pennsylvania Avenue, Apollo, PA

If you require accommodation to participate in this event offered by the PA CareerLink®, please call 724-548-5693 or TTY 724-543-4510 to make your request.

Please notify the CareerLink at least 72 hours in advance.

Tips to Get the Most Out of Career Fairs: Come prepared to Network with area employers!

Prepare before the Job Fair:

- Review, update and bring multiple copies of your error free resume. There will not be a copier on site.
- Bring two pens, a note book, and business cards if you have them.
- Prepare: You can obtain the directory of registered employers (After March 16, 2019) by email; if you send an email request to: RA-LI-BWDP-Kittannin@pa.gov.
- Prioritize the employers you're most interested in.
 - If time permits, start with the employers in which you're less interested!
 - This will allow you to sharpen your approach for the employers you're most interested in.
 - Be sure to balance this with the reality that you have little time and that many other 'seekers' may be interested in the same employers.
- Dress appropriately, first impressions are important. Present a more professional appearance and be more comfortable if you dress in a 'business casual - professional' attire.

During the Job Fair:

- **Come as early** as possible: (3 PM). Fairs close promptly.
- Don't miss an opportunity because you were late.
- Complete applications 'fully' even when you think the information is already on your resume.
- **Develop a Plan**, review the directory of the fair, quickly locate the employers you're most interested in.
- **Patience and Courtesy** - Assume that you will wait to speak with some employers.
- **Be flexible**. No single employer's representative is knowledgeable about all available positions.
- Some reps attending fairs are there to share their experiences working at the organization and may not be involved in the hiring process.
- If the employer rep does not know about jobs of interest to you, ask for the name of someone who can be contacted by phone or email.
- **Introduce yourself**, give your "Elevator Speech," extend your hand, say "hello," I'm _____.
- **Thank** the employer for participating!
- Talk about your career interests or academic experiences which demonstrate your skills and strengths.
- **Take notes** about next steps and the possibility of talking with additional managers.
- **Write down** names and phone numbers of staff in the organization whom you can contact later. You will not be able to take advantage of this information if you don't record it.
- **Ask employers for their card**, and promptly send a thank-you note.
 - You have a direct contact within the organization.
 - Simple (email or mail) thank-you notes (check spelling and grammar) help you stand out.
- Always check with employers before taking materials from their tables.
- **Be courteous** to other job seekers waiting to speak with employers by keeping your questions brief and offering to continue your conversation at a later time.
- Enjoy the job fair and your interaction with the employers.
- Let your **positive attitude show!**
- **Don't chew gum**, and remember that tobacco products are not permitted on school property (including parking lots).
- **Turn your cell phone off**; put it away while you are at the job fair.

After the Event:

- **Send thank you notes** or letters with a resume attachment or enclosure.
- Thank them for the information they provided about the company and what you can do for the company.