Preparing *for the* NCA *Job Fair*

THE NCA JOB FAIR IS A GREAT OPPORTUNITY to speak face-to-face with a potential employer. But, that time is limited. You should spend no more than a few minutes at each booth, so first impressions are important. Note that if an employer is interested in speaking with you further, they will arrange for a longer conversation or interview, either on-site at the convention, or after the convention.

USE THESE TIPS TO MAXIMIZE YOUR TIME AT THE NCA JOB FAIR:

Before the Convention

- Do your research! Read job descriptions for the available positions, research the institutions you're most interested in, and think of questions to ask the employers. Avoid generic questions and show that you did your research before walking in the door. When asked, employers listed this as the #1 recommendation for attendees at the Job Fair.

- Prepare your elevator pitch. The elevator pitch allows you to convey a large amount of information in the few minutes you have with a potential employer.

- Write (or update) your CV. Have trusted colleagues provide feedback on your CV.

- Pack Your Things

    - Bring several copies of your CV.
    - Bring business cards.
    - Bring appropriate clothing and footwear. The recommended dress for the convention is business casual. For the Job Fair, you may consider wearing nice slacks or a skirt (avoid wearing jeans to the Job Fair), and a clean blouse or shirt. Some attendees opt to wear a blazer or suit.

On-Site at the Job Fair

- Locate employers and devise a plan for visiting each one. Consider visiting universities/colleges with shorter lines first, rather than wasting time in a long line you can return to later.

- Be confident, make eye contact, and allow your personality to show.

- Introduce yourself and begin your elevator pitch. The NCA Job Fair is noisy, so make sure you speak loudly and clearly.

- Refer to your notes and pre-written questions when needed.

- Offer to leave your CV and/or business card.

- Thank the employer for their time.

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