

ANNUAL SPRING HIRING EVENT JOB AND CAREER FAIR

Wednesday, April 18, 2018

9:30 AM - 1:00 PM / JOB and CAREER FAIR

Butler Days Inn

139 Pittsburgh Road, Butler, PA 16001

**Attention
Job
Seekers!**

MEET WITH EMPLOYERS

Some employers will be conducting **ON-SITE INTERVIEWS** during the Job Fair and others will be accepting resumes for full-time and part-time positions.

Find out about openings with manufacturers, healthcare providers, banks, retailers, staffing agencies, warehouses, insurance and other professional offices, along with positions in transportation and the oil and gas industry.

Colleges, Trade Schools, and Apprenticeship Programs from the area will be on hand to answer your questions, discuss their current programs and explain how they can prepare you for a rewarding career.

ON SITE INTERVIEWS!

**Be Prepared — Come to our INTERVIEWING
BASICS WORKSHOP on April 17th @ 11:15 am**

Pennsylvania
CareerLinkSM

A proud partner of the American Job Center network

BUTLER  COUNTY
CHAMBER OF COMMERCE

PA CareerLink® Butler County

Pullman Commerce Center ~ 112 Hollywood Drive, Suite 203 ~ Butler, PA 16001

Phone: 724-431-4000 ~ FAX: 724-431-4016 ~ TTY: 724-431-4030

If you require accommodation to participate in this Job Fair offered by the PA CareerLink® Butler County, please call 724-431-4004 or TTY 724-431-4030 to make your request. Please notify the CareerLink® at least 72 hours in advance.

Hiring Event/Job Fair TIPS for SUCCESS

Here are some tips to help you get the most out of the Job and Career Fair.

Before the Event

- ❑ Review your resume. If you do not have a resume or need to update your resume, Sign up for the **Resume Basics workshop on April 10th at PA CareerLink® Butler County—starts at 11:15 a.m!**
- ❑ Develop an agenda. Know what you are looking for, learn how to relay what you have to offer and devise questions for employers.
- ❑ Dress like you would for a job interview, a business suit or a business casual outfit, complete with jacket—Be conservative and look professional.
- ❑ **Arrange for a babysitter.** A Job Fair is not an appropriate venue for children.
- ❑ Create a Fact Sheet of your basic employment information (education, employment history, etc.) so if asked to fill out an application, you have the information readily available.
- ❑ Bring plenty of resumes and letters of recommendations if you have them. Use a portfolio or briefcase to hold your supplies and any materials you collect at the Job Fair. Resumes can be printed ahead of time for free at the PA CareerLink® Butler County!

At the Hiring Event/Job Fair

- ❑ Review the list of participating employers, agencies and training providers. Identify those you want to make contact with but try to get to all the tables, even those that may not seem as though they have any opportunities for you. An employer's name or primary industry does not necessarily indicate what openings the company is trying to fill. For example, a drugstore chain may be recruiting for positions in transportation/distribution or accounting. Even if you are not going to the event to discuss continuing your education, talk with the recruiters at the training provider booths. A few minutes of conversation may lead to an unexpected education solution that is right for you.
- ❑ Be patient and respect the privacy of others. Be prepared to wait and network while you're in line.
- ❑ Some employers will ask you to fill out an application. Use the Fact Sheet you prepared earlier.
- ❑ Keep a list of the employers you meet and make notes of what you are told. After you talk to an employer, offer a firm handshake, smile and use the employer's name.
- ❑ Conduct yourself in a professional manner at all times. Treat this event as a job interview. Don't chew gum, turn off and put away your cell phone while talking with employers.
- ❑ **Ask the employer for company information, application materials and business card.**

After the Event

- ❑ **Write a "thank you"** letter to companies of interest thanking them for their time and information. Include a copy of your resume.