



Job Fairs (2017)

February

Friday 2/17/17 – Sachem Library 10:00am – 1:00pm (Presented by the Suffolk County One-Stop Employment Center)

March

Tuesday 3/7/2017 – Middle Country Library 1:00pm-4:00pm (Presented by the Suffolk County One-Stop Employment Center)

Friday 3/17/17 – Hampton Bays Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

Wednesday 3/29/17 – Northport Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

April

Thursday 4/14/17 – Melville Marriot (Long Island Career Fair) 11:00am-2:00pm

Wednesday 4/19/17 – Bay Shore (Brightwaters) Library 10:00am-1:00pm (Presented by the Suffolk Country One-Stop Employment Center)

Thursday 4/20/17 – Nassau Community College 10:00am-1:30pm

https://www.ncc.edu/campuservices/jobplacement/job_fair.shtml

Thursday 4/20/17 – Farmingdale State College 11:00am-2:00pm

<http://www.farmingdale.edu/campus-life/student-support-services/career-development-center/job-fairs.shtml>

Wednesday 4/26/17 – South Huntington Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

May

Tuesday 5/9/17 – South Country Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

Friday 5/12/17 – Our Lady of Miraculous Medal Gerald Ryan Outreach Center (Wyandanch) 12:00pm – 3:00pm

Thursday 5/21/17 – Patchogue-Medford Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

Wednesday 5/24/17 – Melville Marriot (Long Island Career Fair) 11:00am-2:00pm

June

Tuesday 6/6/17 – Port Jefferson Library 10:00am-1:00pm (Presented by the Suffolk One-Stop Employment Center)

Tuesday 6/20/17 – Community Library (Shirley) 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

Wednesday 6/28/17 – Melville Marriot (Long Island Career Fair) 11:00am-2:00pm

July

Tuesday 7/11/17 – Longwood Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

August

Thursday 8/10/17 – West Babylon Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

Thursday 8/10/17 – Melville Marriot (Long Island Career Fair) 11:00am-2:00pm

Tuesday 8/22/17 – Comsewogue Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

September

Friday 9/8/17 – Smithtown Library 10:00am-1:00pm (Presented by the Suffolk County One-Stop Employment Center)

Wednesday 9/27/17 – Brentwood Library 1:00pm-4:00pm (Presented by the Suffolk County One-Stop Employment Center)

October

Thursday 10/12/17 – Melville Marriot (Long Island Career Fair) 11:00am-2:00pm

Friday 10/13/17 – Islip Library 10:00am-1:00pm (Presented by the Suffolk County One Stop Employment Center)

November

December

Thursday 12/7/17 – Melville Marriot (Long Island Career Fair) 11:00am-2:00pm

*Library Job Fairs (Jan 2017- Oct 2017) *Presented by the Suffolk County One-Stop Employment Center*

<http://www.suffolkcountyny.gov/Portals/0/Documents%20and%20Forms/Labor/fair.pdf>

Long Island Career Fairs – Melville Marriot (April, May, June, August, October, December 2017)

<https://choicecareerfairs.com/b/long-island>

****If you are in need of proper interview attire, please contact Career Couture at (631) 852-6769***



Ready to Work Long Island

Preparing for a Job Fair

PREPARE TO MAKE A STRONG IMPRESSION!

- Prepare for the Job Fair as you would an interview.
- **Learn the names of employers who will be attending** - It is not enough to know that a job fair is hosting companies in your field. Review the Job Fair Directory's list of the participating employers. Do not be quick to eliminate recruiters simply because they are offering positions outside of your field.
- **Research the organizations that are of interest to you** - Be prepared to answer the question – “Why do you want to work for us?”
- **Know what you are going to say to each employer** – You may have just 60 seconds to present your “elevator speech” to each employer, so think carefully about what you want to say.
 - **Be sure to discuss:**
 - Your name
 - Career area of interest
 - Skills
 - Your knowledge of the particular company
- **Develop a list of questions to ask employers** – You cannot anticipate how much time you may have with each employer. You may be asked if you have any questions. Prepare a few good questions for each employer. Some examples:
 - Can you tell me more about the(product, training program etc.)?
 - What type of person are you looking for?
 - What is a typical career path for someone in my background?

- What are some of the daily functions and responsibility in this position?
 - Does your company provide any training?
 - How did you get into this field?
 - What do you like best about working with this industry?
 - What is the next step in the application process?
 - **Bring one or more versions of your updated resume** – If the employers are interested in different skill sets or if you are searching for different types of jobs, you may want to develop different versions of your resume, each highlighting different aspects of your background and experience. Bring several copies. Be prepared to discuss everything on your resume.
 - **Prepare your professional business attire** – Conservative business attire should be worn. It's always preferable to overdress than under dress.
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DAY OF THE JOB FAIR: NAVIGATING THE FAIR EFFECTIVELY

- The day of the job fair has arrived. **Remember to turn off your cell phone** and get ready to make some positive impressions!
- Upon entering, pick up a Job Fair Directory. There may be some last-minute additions. Identify where your target employers are located in the room. Plan your approach, but remain open to meeting with employers from outside your targeted group. Save your #1 and #2 employers for last. This will give you time to warm up and practice with others first.
- **Approaching the employer's table** – Wait patiently for your turn if another candidate is speaking with the employer. Do not interrupt a current conversation.
- **As you approach the employer:** Make eye contact; firmly shake hands, be pleasant and show enthusiasm as you introduce yourself, remembering your elevator speech. Take advantage of your time to build rapport with the employer. Be mindful not to monopolize their time, especially if other job seekers are waiting.
- Say the employer's name several times throughout your conversation. This helps to make the conversation more personal and will help you to remember their name.
- Collect business card and company material for your follow-up with each employer. It is important to have accurate and complete information. If no business cards are available, be sure to write down their contact information.
- **Do not underestimate the importance of networking with other job seekers and professionals at the fair** – You can learn a lot by talking with fellow job

seekers. Their impressions can help you learn more about the participating employers.

- **Plan for follow-up** – Take the initiative and ask the employer about the next step in the process or what you should do to follow up. Take a moment to write down some notes after you leave an employer's table. This information may be very useful to include in your follow-up letter.
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Job Fair Follow-Up

- **Follow-up within 24-48 hours** of the job fair. E-mail, write or call your company contacts.
 - Why it's important to follow up:
 - If you are excited about a particular opportunity, it's important to reiterate your interest.
 - Thank the employer for their time and for showing interest in as a candidate.
 - Help the employer remember who you are! Companies will have screened numerous candidates and received several resumes.
 - What to say:
 - Mention the position/s you discussed and the date, location of the job fair
 - Highlight a particular point of interest in the conversation, such as a new project that the company will be working on.
 - Reiterate one or two reasons why you are a strong candidate for the job/internship.
 - Offer to provide additional information, if needed.
 - "I look forward to hearing from you"