



ASK us about...

Job Prospects



How to make the most of Recruitment Fairs

Graduate recruitment or career fairs offer a fantastic opportunity to meet employers and explore vacancies. Go along prepared and you could find yourself coming away with more than you expected!

Need more help? Just ASK!

Call in for initial advice at a Help Zone "Drop In" in Student Services, who will refer you to a career specialist if required:-

- City North Campus, First Floor Baker Building
- City Centre Campus, Gosta Green, Room G27
- City South Campus, Second Floor Seacole Building
- Millennium Point: Ask at reception

Telephone 0121 3315588 or visit our web pages for dates and times of Drop Ins and services at other sites.

Careers and Job Prospects websites:

- <https://icity.bcu.ac.uk/careers>
- www.bcu.ac.uk/alumni/careers

Online e-guidance service:

- www.bcu.ac.uk/askus

Social Media:

- Facebook: [BCUemploymentzone](https://www.facebook.com/BCUemploymentzone)
- Twitter: [@employmentzone](https://twitter.com/employmentzone)

View our full range of leaflets online:

<https://icity.bcu.ac.uk/careers> >> Quick Links>> Handouts

How do recruitment fairs work?

Fairs are made up of recruiting organisations who want to showcase their company and the career options open to you. You will often meet recent graduates and the team who will be involved in the selection and recruitment process, so ask them plenty of questions to help you with your application.

Don't forget: these fairs are usually large events attended by many students and graduates, so make sure you prepare and do your research. Present yourself in a professional manner, ask the right questions and get names of people who will be looking at your applications.

ASK

ADVICE SUPPORT KNOWLEDGE

Student Services

Preparation, preparation, preparation!

Before the fair, there are a few simple steps you can take to ensure that you are prepared to meet employers and create a positive impression.

Prepare a CV

Try to target your CV towards the employers you want to impress. Pick out skills and key words from their website.

Prepare Business Cards

A quick and effective way of staying in touch with key contacts is to swap business cards with them. Cards can cost from as little as 1p each, so get some designed and printed prior to the event.

Research

Take a look at the websites of the companies you are interested in as well as the site for the Recruitment Fair you will be attending.

Have questions ready to ask

Make a good impression and show your interest by asking the recruiters appropriate questions. It will show that you have researched into the company and are eager to find out more.

Have some answers prepared

Don't forget that employers will want to know about you too. Prepare as if you are going to an interview: think about your skills and experience; your interests; as well as your career goals and motivations.

Dress to impress

Remember first impressions count! This is the first time you will be meeting a potential employer so dress smartly in a suit.

At the fair...

Get there early

With large volumes of your fellow students and graduates attending on the same day, you will need to get there early to avoid the rush. Arriving early will also allow you a chance to look at the map of the venue and plan which stands you will visit first.

Attend seminars

If there are seminars on offer, make sure you find out if there are any relevant ones to your chosen career. These are run by experts who may be offering "insider" information and top tips on the industry.

Expand your networks

Remember to see every person you meet as a potentially useful contact for the future; recruiters and fellow graduates alike.

Practice your interview skills

Even if you aren't offered a job or placement on the spot, talking to prospective employers about graduate schemes can help boost your confidence by talking about yourself to a stranger.

Gather information about companies

Investigate what placements and jobs are offered as well as the company ethos.

Keep a file of your contacts

After the event, get organised by filing away all your leaflets and making a record of the contacts you've made. This will make it much easier to refer to in the future.

Birmingham City University Student Services cannot be held responsible for the content of external websites
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EUROPEAN COMMUNITY
European Social Fund



T: 0121 331 5588
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