



Career Expo Frequent Questions

- **Where is the Career Expo held?** The Career Expo will be held at *Verizon Arena* in North Little Rock, AR on Thursday, November 3, 2016 from 10:00 am – 4:00 pm.
- **What companies are going to be there?** A frequently updated list can be found at our Participating Employers page. There will be several companies that are looking for highly qualified candidates with all different types of skill sets and experience levels.
- **How should I dress?** It is strongly recommended that you dress professionally for any interview. A conservative approach is recommended. Looking fashionable is important, but looking like you mean business is even more important. There are benefits to looking professional. Part of staying competitive is portraying an image that instills respect and self-confidence. Always dress for the job you want, not the one you have. You need to dress professionally for every job fair or interview even if the company has a casual dress policy. Wear comfortable shoes.
- **What should I bring?** It is recommended that you bring 20-25 copies of your résumé as well as a reliable pen. If applicable, also bring a portfolio or a sample of your work to demonstrate your skills. Be prepared to fill out applications. A copier will be onsite in the Arkansas Workforce Center booth if you need additional copies of your resume at the Career Expo. If you need help creating or improving your resume, Arkansas Workforce Center staff will be present and ready to assist you.
- **Will I meet recruiters?** All recruiters are interested in meeting potential candidates. However, it is your responsibility to initiate contact. Keep in mind that any time you meet potential employers; you are being evaluated - even if the meeting lasts only a minute or two. This is why first impressions are so critical.
- **Is there a chance I might be interviewed the day of the event?** Companies will not be conducting interviews at the event. Some will be calling back qualified candidates at a later date. It is rare for someone to be offered a job on the spot. Understand that the employer will follow up with you if he/she is interested.
- **What's the best way to optimize my time?** Check the Participating Employers page for updates; identify and research desired companies ahead of time. Prioritize companies that connect with your career goals. Arrive early and visit companies with shorter lines to find new or unadvertised career opportunities.

Below are a few pointers that may help you make the most of your Career Expo experience:

- ▶ Obtain a list of booth locations and employers.
 - ▶ Identify 3-5 companies that interest you and make a secondary list of employers.
 - ▶ When meeting a recruiter, be direct. Introduce yourself with a smile and a firm handshake.
 - ▶ Your goal is to get an interview. Let them know that you're interested.
 - ▶ If they don't ask for it, leave your resume with the employer before leaving the booth.
 - ▶ Always get a business card from the employer.
 - ▶ Don't forget to network with the other participants.
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- **What should I say to the recruiters?** You will have a very limited time with employers and will need to make a good impression and gain valuable information quickly. Carefully prepared questions can help you to learn about the company and discuss your skills. For example, "What skills and characteristics are you looking for in a staff accountant?" Once the employer answers the question, follow up by using that information to sell yourself. "As you can see from my experience, I have..." Have a list of 3-4 questions that you can ask every employer. Have at least one of those questions be specific to that employer. Example questions include projects, products, qualifications they are looking for, what is a typical day like, etc.
 - **How long should I plan to spend at the Career Expo?** Allow at least 1-2 hours for circulating through the room. Really hot companies will always have several people in line for them and you will need to allow time for this. Be flexible! If the next company on your list has a long line, go to another one and come back later.

