

Event Tips

Benefits of a Nursing Spectrum/NurseWeek Career Fair

1. Speak with recruiters face-to-face.
2. Save time and the expense of mailing your resume.
3. Network with your colleagues and nurse recruiters.
4. Focus on facilities that are actively seeking new employees.
5. Make a good impression in a way that a resume cannot - with a smile and a handshake.

Why do facilities participate?

1. To attract excellent applicants and to fill vacant nurse positions.
2. Visibility, public relations and image building.
3. To educate the public on its mission and purpose.
4. To build the applicant pool for future openings.

Why do YOU participate?

1. To meet with facilities that are hiring nurses.
2. To learn more about the facilities currently hiring nurses.
3. To help determine your nursing career direction.
4. To attend educational sessions and earn continuing education credits.
5. To market and network yourself.

Preparation before the Career Fair

1. Research the employers that plan to attend. Information can be found on the Internet or at your local library.
2. Prepare questions for the employers. This shows interest and knowledge about the organization.
3. Prepare a resume that presents your background clearly and concisely. Estimate the number of employers that you plan to visit and bring twice that many resumes.
4. Prepare and practice a 60-second commercial that introduces yourself, your background and why you are interested in working with the organization.

What to do during the Career Fair

1. Dress and act professionally. You may be meeting with your new boss for the first time and you do not want your first impression to be anything less than professional. Your purpose is to make a good impression and create an opening for further contact.
2. Talk to someone at each booth. Use your preparation knowledge during this approach - use your 60-second commercial and ask questions you have prepared that demonstrate your knowledge.
3. Do not be shy - if the recruiter in the booth does not handle the job opening directly, ask for the name of the person who does.
4. Take a business card and collateral materials and ask them what their next step is. Ask if you can follow-up and when?
5. Thank them for their time.
6. Take reminder notes of your conversation.
7. Due to the large attendance at events, please do not bring children, family members or friends who are not nurses actively seeking a job.
8. Do not take anything off of the employers table unless you are invited to do so.

Follow-up after the Career Fair

1. Send a thank you note.
2. Send your resume and a cover letter to the recruiter if you did not speak with them.
3. Call to follow-up with the person you met or the person you sent your resume to.

Notes to remember

1. Bring plenty of resumes.
2. Dress and act as if you were going to an interview.
3. You will probably not be interviewed at the Career Fair.
4. You will probably not be offered a job at the Career Fair.
5. You will make valuable contacts.
6. Have fun!