Job Fair

April 8, 2015

Teacher and Student Guide

**Basic Information**

* Date: Wednesday, April 8th
* Time: 2:00-3:00 pm Open to DHS Students, 3:00-4:00 pm Open to the Public
* Location: DHS Gymnasium
* Participants: 11-12th Grade Students
* Format:
* Students will check in at the entrance to pick up information about the businesses interviewing and interview evaluation sheets
* Computers will be available for students to complete applications during the fair

**Teachers need to:**

* Prepare Students
* Resume
* Job Fair Interview Format
  + <http://www.udel.edu/CSC/pdfs/PrepareforFair.pdf>
  + <http://www.theladders.com/career-advice/how-to-interview-job-fair>
* Elevator Speech
  + <http://careerservices.wvu.edu/r/download/139899>
* Dress Professionally
  + Tie Instructions <http://www.youtube.com/watch?v=zSxNp4txj8c>

**11-12th graders need to:**

* Copy of Resumes
* Research Participating Businesses
* Familiar with Job Fair Format
* Prepare Introduction “Elevator Speech”
* Dress Appropriately
* Behave Appropriately