

Help with your job search

How to prepare for PEI job fairs

by Heidi Riley

A number of job fairs take place across PEI each year. If you want tips on how to prepare to make the best impression when meeting employers, you are in the right place.

Going to a job fair can be very intimidating and overwhelming. The key is to prepare ahead of time in order to make the best impression possible.

Before the Job Fair

Find out where it will be held, where to park, and if it is accessible. If you have any questions, call and ask the organization hosting the job fair.

Try to get a list of employers who will be attending. Find out as much as you can about the organizations that interest you. Check their websites to find out who they are, what they do, and what jobs exist there.

Be prepared to be interviewed on the spot. Practice answering questions such as: Why do you want to work for us? What do you know about our company? Tell me about your strengths and weaknesses. Be prepared for situational or behavioural questions to illustrate your good judgment and your problem-solving and people skills. Come up with examples of how you handled a difficult situation.

Your Resumé

Tailor it to the job and company of interest. List as an objective the type of job you are interested in. Grab the employer's attention quickly with highlights of qualifications using strong statements about your experience, training, and soft skills. List accomplishments that relate to the company you are applying to.

Make it short – no more than two pages. On average, employers spend just 30 seconds reading a resumé. List your work experience with dates, employer, and a brief description of duties. Make sure your resumé is error free. Ask someone else to proofread it.

What to do at the Job Fair

Get to the job fair early so that you can make an impression before the crowds arrive. Walk around the whole space, locate your target employers, and visit them while you are still fresh.

Smile, shake the employer's hand, and say hello. Give your self-marketing pitch and be ready to be interviewed.

If you go to the job fair with a friend, visit the booths by yourself. Make sure you turn your phone off.

How to dress

Dress the way you would for a job interview. Look professional. You will be standing for a long time, so wear comfortable shoes.

What to bring

Bring a portfolio to carry copies of your resumé and a note pad. Don't carry a coffee with you. You might spill it. A bottle of water is fine. Also, a list of references is great to provide if asked.

What to say

Prepare a self-marketing elevator speech. In less than one minute, be able to describe your skills, abilities, and experience as they relate to the jobs advertised. Decide ahead of time when you are available to work.

Make notes of questions you want to ask. Employers don't mind if you look at your notes while you are talking. It makes you look more prepared.



Based on your research, prepare a few questions to ask each employer such as:

- When will you be interviewing and hiring for the positions?
- What is the hiring process?
- Who can I contact for more information?

When the employer asks if you know anything about the company, your previous information gathered will show you did your research. The employer will see that you are interested and ready to work for the company.

Get the employer's business card with the name of the person you are speaking with and the person who does the hiring. Don't forget to leave your resumé.

Follow up after the Job Fair

This shows your enthusiasm and positive attitude. You could do a telephone call or send an e-mail. Thank them for taking the time to speak with you, and say you would be thrilled to work with them.

For more help with your job search, check out a complete list of community resources, program and services visit www.employmentjourney.com/resources-services-for-job-seekers/

For a list of job fairs, check out our upcoming events at www.employmentjourney.com/calendar/



Program offers a bursary to eligible students who work in summer agriculture jobs

by Stacy Dunn

The new **PEI Farm Team** program gives students an opportunity to earn a bursary towards their post-secondary education while they earn a wage working on a farm. The program will help farmers and agricultural processing operations fill jobs this summer.

Workforce and Advanced Learning, the Department of Agriculture and Fisheries, PEI Federation of Agriculture, Employment & Social Development Canada and the PEI Agriculture Sector Council are teaming up to offer this program through www.peifarmteam.ca

Students going into grades 11 and 12 receive a \$500 bursary, while students attending college or university in fall 2018 earn a \$1,000 bursary.

This bursary program is inspired by Team Seafood, which was launched two years ago by the PEI Seafood Processors Association in partnership with Workforce and Advanced Learning. Eligible students working in seafood processing plants earn bursaries as well.

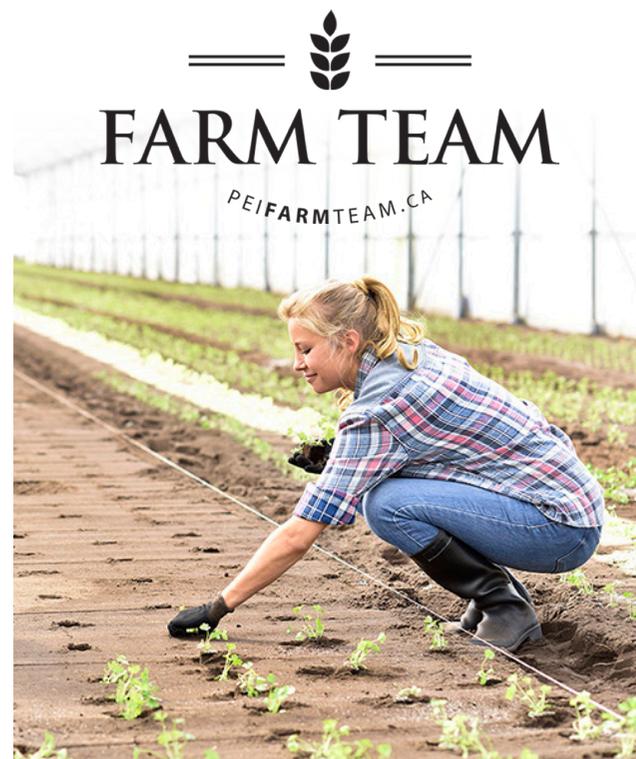
Laurie Loane, Executive Director, PEI Agriculture Sector Council, says this initiative is an excellent opportunity for potato processing plants, apple orchards, or any other farm operation that has a worker shortage.

"The initiative is a great collaboration among its partners," says Laurie. "The PEI Agriculture Sector Council looks forward to promoting Farm Team to our members."

Robert Godfrey, Executive Director, PEI Federation of Agriculture, says it is an exciting opportunity for the farming community. "Labour has always been a large issue in agriculture and youth are an underutilized talent pool."

How to apply for the bursary program

- Step #1:** If you are interested in applying for a job in agriculture this summer and would like to receive the bursary, go to the website and register.
- Step #2:** Your name will be given to employers who are hiring and they will contact you.
- Step #3:** After your summer job experience in agriculture, you will receive the bursary.



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For more information, call 902-314-0623. Visit www.peifarmteam.ca. Follow them on Facebook and Instagram.

For more information about **Team Seafood**, go to www.teamseafood.ca. Follow them on Facebook



Funded in whole or in part through the Canada/PEI labour market agreements.

April 2018

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