

Career Fair Prep

Attendee Tips for the Upcoming Career Fair



The Career Resource Fair is an opportunity to meet city departments and learn more about how to apply and get hired for city employment. Check out the following tips:

1 Before The Fair

Decide what it is you want to gain out of attending.

- Do your homework.** [Click here to check out the list of attending divisions/departments](#) and research the ones you find interesting! Are there any specific roles or projects you want more information on?
- Any Questions?** Be prepared with questions for the departments you are interested in or for roles you may want to apply to. For open positions [visit the https://sfdhr.org/job-seekers](https://sfdhr.org/job-seekers) webpage.

2 During The Fair

Be engaged to connect with others and learn.

- Make a good first impression.** Approach with smile, good eye-contact and extend a firm handshake (if everyone is comfortable). Be confident and exude enthusiasm.
- Explore all options.** Talk with as many department representatives as you can to learn more about the different careers in the City. Keep an open mind! Visit booths that are your low priorities to warm up, then go talk with your top priorities with confidence.
- Stay Organized.** Take notes of who you spoke with and about the departments you want to learn more.

3 After The Fair

Following-up shows you care about the connections you made.

- Be Remembered.** Revisit your first choice employers and thank them for taking time to visit with you.
- Reconnect.** Make sure when you get home to follow up on any follow up you discussed with the recruiters.
- Keep in touch.** People you meet and personal connections you make are great resources for learning about job opportunities.

[Click here to register for the City and County of San Francisco Career Resource Fair.](#)