

## Top Ten Tips for Great Career Fairs

1. Have a welcome breakfast for the speakers. For each of them, provide a folder that has details about where they are presenting, a name tag, their schedule and a map of the school. Name tags for your staff would be nice too. Have signs up on easels at the entrances to direct your guests as to where they should go when they arrive. Depending on staff availability, someone to welcome your guests would be a nice touch.
2. If your career fair is a 1/2 day event, have students choose 4 presentations out of the total number of speakers. Allow a maximum number of students to listen to each presentation. (We recommend 30 at the most.)
3. Outline what you would like the speaker to say – i.e. the careers available within the field about which they are speaking; the skills and aptitudes needed in order to be successful in such a field. Be sure they know their time limit so that students can rotate to the next speaker on time. Feedback from our students was very strong in saying that 30 minutes was too short. 45 minutes would have been ideal.
4. Have a student introduce the speaker before each specific session and another to thank the speaker. Be sure the student knows the speaker's name and place of employment.
5. Have a staff member supervise in each of the classrooms.
6. Create a passport for students to take with them so that the supervising teacher can stamp or initial it.
7. Ask students for feedback as to what they liked/did not like about the career fair and what they have learned that they didn't know before.
8. Empower students by asking them to list careers about which they would have liked to learn but were not represented at the career fair. Compile the results and show students what they said. This will help you in planning for the following year.
9. Having the career fair for all students would benefit everyone since it may help grade 9's make more informed choices about their courses for the following year. Same for grade 10's and, of course, graduates may benefit from hearing from someone who might be in the career they have chosen in post-secondary. Also try to have the career fair before students need to make course choices for the following year.
10. Have a wide range of careers represented; some for university-bound students; some for college bound students; apprenticeships, and school-to-work students.
  - \* There are some housekeeping type things to consider:
  - \* Parking spaces for the speakers;
  - \* Classrooms or other spaces for the speaker to present;
  - \* Washroom breaks;
  - \* A student-assistant for each speaker;
  - \* Signs up at the entrance of the school to direct guests as to where they should go;
  - \* A common gathering place in the morning and after the career fair is over;
  - \* Technology needs, such as overhead projectors, TV/video, LCD panels for PowerPoint presentations.
  - \* Someone to take pictures
  - \* A thank you letter for the speakers. Consider asking speakers if they would be willing to take email questions after the career fair.