

Questions to Ask at the World of Work Fair

Training Questions

1. What training or certification is needed to get a job in your company?
2. Do you recommend a particular school or program to receive my training from? Or do you recruit students from any Alaska schools?
3. Do you offer on-the-job training for new employees?
4. Does your company offer continuing education?

Company-Related Questions

1. What are some reasons people like working for your organization?
2. How often are performance reviews given?
3. What are the chances for growth/advancement?
4. Are there any plans of expanding this company or department in the near future?
5. Do you have a dress code for employees?

Job-Specific Questions

1. Is this a new position, or are you replacing someone?
2. What is your beginning wage?
3. What is the most difficult part of the job?
4. Could you describe what a typical day would look like on this job?
5. What skills or qualities make a person successful in this position?

Hiring Questions

1. When do you intend to fill this position?
2. When should I expect to hear from you, or should I contact you?
3. After reviewing my resume, do you have any questions about me or my qualifications?

Sponsored By...



Is coordinated by:

*Sitka High School
Mount Edgecumbe High School
Sitka Job Center
Sitka Education Consortium
University of Alaska- Southeast*

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Join Us for the 5th Annual

WORLD OF WORK
Job and Career Fair



February 17-18, 2010

Harrigan Centennial Hall

Sitka, Alaska

SCHEDULE OF EVENTS

Wednesday, February 17th

Mount Edgecumbe High School

9:00 – 10:00 a.m.	MEHS 12 th Grade
10:05 – 11:05 a.m.	MEHS 11 th Grade
11:10 – 12:10 p.m.	Closed
12:15 – 1:15 p.m.	Open to Public
1:30 – 2:30 p.m.	MEHS 10 th Grade
2:45 – 3:45 p.m.	MEHS 9 th Grade
4:00 p.m.	Closed

Thursday, February 18th

Sitka High School

9:00 – 10:00 a.m.	SHS 10 th Grade
10:30 – 11:30 a.m.	SHS 11 th Grade
11:30 – 12:35 p.m.	Open to Public
12:35 – 1:35 p.m.	SHS 12 th Grade
2:05 – 3:05 p.m.	SHS 9 th Grade



Break-out sessions allow students to learn about hot jobs in Alaska, apprenticeship opportunities, choosing a career, making a resume and much, much more

The World of Work Career Fair offers students and job seekers the opportunity to network with local and Alaska employers. Students can learn about where job openings are in Alaska, what training they will need to succeed in their chosen career, and even set up interviews for jobs.

In addition to meeting with the vendors' booths, students will have the opportunity to attend a break-out session of their choice, where they will gain in-depth insight into a variety of topics such as resume-making, interviewing skills, how to choose a career, apprenticeship opportunities and more!

Don't forget to attend the Chamber Luncheon!



Shake Up Your Potential Employers

Taken from "The Secret to a Perfect Handshake"
by Kate Lorenz- CareerBuilder.com

Nothing makes a first impression like a handshake. Just a few seconds and a shake of a hand can give an employer an impression of your character and confidence. And in those first few seconds a bad handshake can really hurt your chances of landing that perfect job. So here are a few tips on giving a great handshake and a great first impression.

1. Be a mover and a shaker

A handshake should be firm with an energy that communicates sincerity, strength and professionalism

2. Put them in the palm of your hand

Extend your arm with your hand outstretched and thumb straight up. Make sure hands are web-to-web.

3. Get a grip

Lifeless, "limp fish," and barely touching handshakes can communicate timidity, intimidation, and a "don't touch me" attitude.

4. Handle it with gloves

Don't squeeze too tightly or pump too vigorously. You don't want your potential employer to be in pain after your handshake!



What to Do for the Fair

Before:

1. Develop a strong resume
2. Get or make business cards
3. Study the organizations attending
4. Develop your 30-second commercial

During:

1. Introduce yourself and shake hands
2. Dress appropriately (professionally)
3. Ask intelligent questions
4. Focus on what you can offer
5. Leave your resume with reps.

After:

1. Take Notes
2. Follow up on promises
3. Send thank-you notes