

Job Fair/Interview Day 3/27/25 Agenda & Event Details

Timeframe	Event Details
7:15 – 8:15	Arrival – Check in, Setup, Coffee/Light Breakfast
8:15 – 8:30	Announcements – Guidance & Instructions
8:30 – 10:55	AM Student Interviews
10:50 - 11:10	Break – Help yourself to lunch provided
11:15 - 11:45	Advisory Meeting with instructors during lunch (in the gym)
11:50 – 12:00	Break
12:05 – 2:00	PM Student Interviews
1:50 – 2:00	Event Feedback (QR code below)

Thank you for agreeing to conduct informational interviews with our CTE students. The next generation workforce is eager to meet you and learn about local companies and employment opportunities!

Students are asked to interview with **3-4** employers over the course of 1 hour (about 15 minutes each). Students will provide their **resume** and may have portfolios or pictures with them.

Any employer looking to recruit may use this opportunity to conduct screening or actual interviews. You may keep student resumes (and record notes on them if you'd like).

Interview Feedback - At the conclusion of <u>each</u> interview, please take a moment to provide immediate verbal **FEEDBACK** to the student. Perhaps offer **2 positive** comments followed by **1 constructive** comment. Your guidance is very helpful as students prepare for their future career.

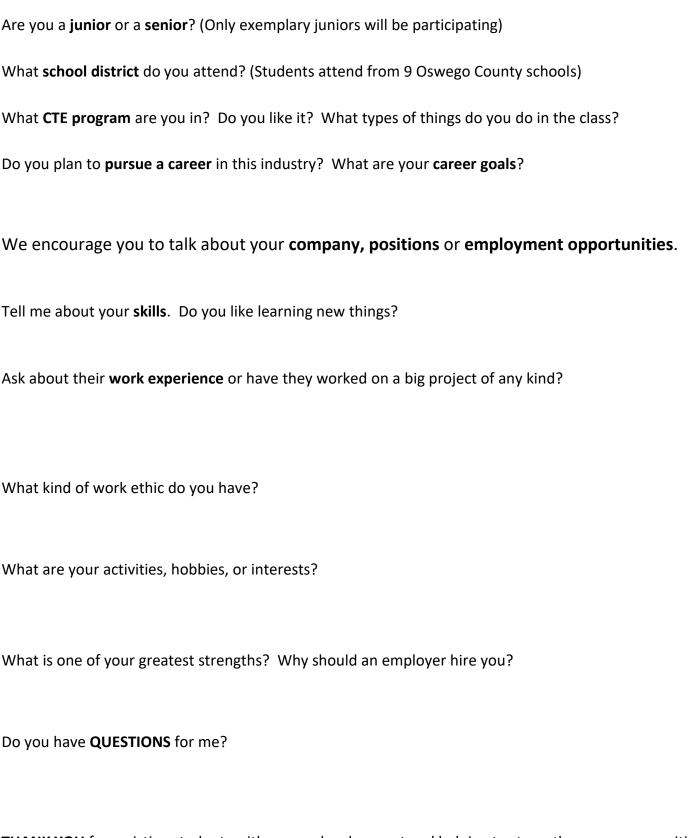
We would like to simulate a real job interview as closely as possible. **Sample <u>QUESTIONS</u>** that may help facilitate your discussion can be found on the reverse of this page.

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Event Feedback Form



Interview Question Suggestions – Feel free to add or change questions!



<u>THANK YOU</u> for assisting students with career development and helping to strengthen our communities and local workforce. Students highly value your insight and guidance. They appreciate the opportunity to gain valuable interview experience and explore employment opportunities.