

3: Where to find job opportunities



Activity 2: Preparing for a careers or job fair

Use one of the websites listed below, or do an internet search, to find a suitable careers or job event to complete this activity.

www.apprenticeships.scot
www.planitplus.net

scottish-apprenticeship-week
www.ukcareersfair.com

www.skillsdevelopmentscotland.co.uk
nationalapprenticeshipevents.co.uk

Name: Event Date: Event Time:

My goals are:

Example 1: To learn more about the different routes into engineering; **Example 2:** To find out about careers in the hospitality industry; **Example 3:** To talk to employers about application and selection methods.

Companies and organisations I plan to visit (if this information is available before the event): Note: Look for information about them online before the event.

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Activities I plan to take part in (if this information is available before the event): talks, workshops or taster sessions

My programme for the day (if you have the information available to pre-plan): the order I plan to visit employers/exhibitors

| Morning | | Afternoon | |
|---------|--|-----------|--|
| 1 | | 1 | |
| 2 | | 2 | |
| 3 | | 3 | |
| 4 | | 4 | |
| 5 | | 5 | |

Questions I want to ask

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

It's important to follow up any information or opportunities you found out about on the day.

Example Questions



It's easy to get tongue tied at events, no matter how confident you are.

Here are some suggestions of questions you might want to ask.

Do you recruit all year round or at a specific time of year?

How do you select the best person for the apprenticeship/job?

Do you offer work experience placements for young people?

How do you train new employees?

What skills and qualities do you look for when you recruit?

What's the best route into this type of career?

Why did you decide to become a (job title)?

Why did you join the (NHS, Army or Police)?

What was your first year as a (student/apprentice/job title) like?

If you do your research on the companies attending the event, you will probably come up with more specific questions of your own.