

PREPARING FOR THE P4E JOB FAIR

Lindy Bancroft (she/her)
Career Programming Specialist

Kierra Young (she/her)
Career Advisor



UNIVERSITY OF
WATERLOO

Centre for Career
Development



WHOSE LAND ARE WE ON?

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is co-ordinated within the Office of Indigenous Relations.

Curious about the land that *you* are on?

Visit <https://native-land.ca/>



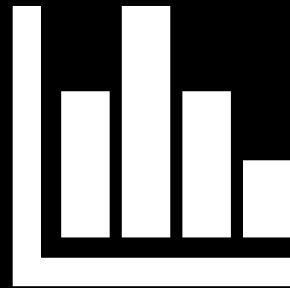
Artwork by local Indigenous artist Alanah Astehtsi Otisistohkwa
(Morningstar) Jewell

Co-creating a safe(r) space

- A safe space means different things for everyone, but we'll do our best! Let's keep 3 things in mind:
 - Choice, Respect, Care
- Participate in the way that feels most comfortable for you!
- Please use the chat or raise hand for questions/comments
 - Feel free to send me a direct message if you would like to share anonymously
- Ask questions whenever! We'll also dedicate time at the end for Q&A
- Take what works for you, leave what doesn't.

WHY ARE YOU ATTENDING THE FAIR?

Are you looking for full-time employment, co-op opportunities, forming new connections, etc.?



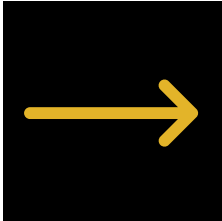
TODAY'S AGENDA



1. Learn how to **PREPARE** before the P4E fair.



2. Learn how to **NETWORK** with prospective employers during the fair. Understand how to make a good first impression.



3. What to do **AFTER** the fair.



4. Recapping logistics + open **Q&A** session.





MAKING THE MOST OF THE JOB FAIR

What to do before, during, and after.

General information

- September 23, 2026 from 9:30am to 3:30pm
- RIM Park, 2001 University Ave E, Waterloo, ON
- <https://www.partners4employment.ca/>
- What bring:
 - Resumes (no printing on site)
 - WATcard
 - Notebook
- What not to bring:
 - Backpacks (no storage available, you will have to take with you)





BEFORE THE FAIR

NETWORKING PREPARATION

- **Determine your audience**

Who do you already know? Who would you like to know? Pick a few companies you are interested in.

- **Know your conversation options**

1:1 conversation vs. group

- **Prepare your tools**

Is your résumé polished?

Is your LinkedIn profile up to date?

- **Develop your goals for the conversation**

What are you hoping to gain from this conversation?

- **Prepare your introduction and specific questions**

Who are you? What do you want to know? What do you want an employer to know about you? What are you curious about?



UNIVERSITY OF
WATERLOO

Centre for Career
Development

BEFORE THE EVENT: EXPLORE YOUR OPTIONS

- Check out the exclusive list of employers. Figure out who you are interested in connecting with, then do your homework!
- <https://www.partners4employment.ca/participating-organizations/>
- List of employers are organized into different industries/sectors



BEFORE THE EVENT: RESUME

- Edit and update your resume
- Consider creating multiple version for different industries/sectors, if applicable
- Consider preparing both online and physical copies of your documents
 - Bring physical copies with you, no printing available onsite!
- Visit CCD for a resume review!



UNIVERSITY OF
WATERLOO

Centre for Career
Development

TRANSPORATION

- Shuttle bus. Pick-up and drop-off from Ring Road in front of Humanities Theatre

Pick-up and drop-off from Ring Road in front of Humanities Theatre. Buses will leave approximately every 30 minutes starting at 9:00 a.m.		
	To Fair	From Fair
First Bus	9:00 a.m.	10:45 a.m.
Ongoing	Every 30 minutes	Every 30 minutes
Last Bus	1:45 p.m.	4:15 p.m.

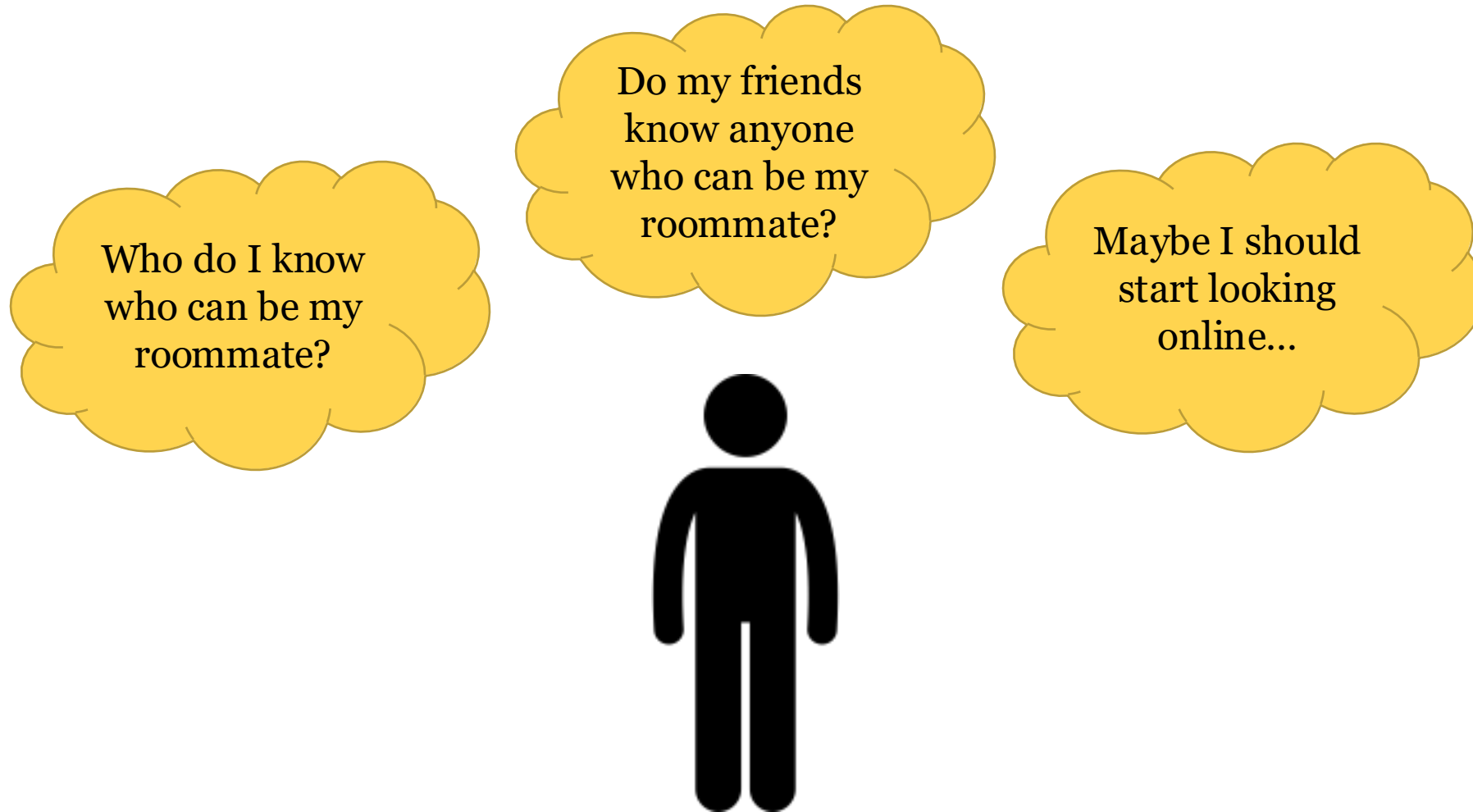
- Grand River Transit – the 202 bus also stops in front of RIM Park
- Limited parking at RIM Park





DURING THE FAIR: NETWORKING 101

EMPLOYERS LOOK FOR EMPLOYEES THE WAY YOU LOOK FOR A ROOMMATE



WHAT EMPLOYERS MAKE ASK THEMSELVES BEFORE HIRING

Do I know
anyone who
could fill this
position?

Do my contacts
know who
could fill this
position?

Maybe I should
start looking
online...



UNIVERSITY OF
WATERLOO

Centre for Career
Development

DURING THE EVENT: ETIQUETTE

- Do your homework on the companies to asked informed questions
 - Don't start a conversation with “what are you hiring for”
- If entering a group conversation, please take a moment to listen in and wait for an opportunity to join in
- Feel free to expand on, or ask follow up questions about conversations the employer had/is having with other candidates – but don't take over the conversation



NETWORKING CONVERSATION (INFORMATION INTERVIEW)

How to start a conversation

1. Introduce yourself
 - “Hi, I’m [name] from [school] and I am interested in ...”
2. Transition to questions:
 - What kind of education, training, or background does this position require?
 - What is a typical day (or week) like at <company>?
 - What kinds of problems do you deal with?
 - Ask questions to gain insight into the application process



HOW TO END A CONVERSATION

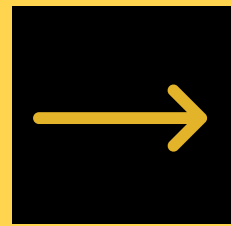
Follow these three simple steps:

1. Wait for a natural break in conversation
2. Show appreciation
 - “Thank you for taking the time to answer all of my questions”
3. Follow-up with action
 - “I am looking forward to applying to <position>”



UNIVERSITY OF
WATERLOO

Centre for Career
Development



AFTER THE FAIR

THANK YOU NOTES

- Send thank you notes when appropriate (emails)
- **Connect on LinkedIn**
- Follow up on any suggestions an employer may have given
- Employers may have you apply online for available positions – make sure to mention your conversation at the fair in your cover letter





IN SUMMARY...

A QUICK SUMMARY

- Do your homework! Research organizations that are of interest to you
- Prepare your resume
- Update your LinkedIn profile
- Practice your opening and ending conversations
- Brainstorm general and specific networking questions
- Be prepared to follow up after the event
- Book an appointment at CCD



Resource: Preparing for job fairs section on CareerHub



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Centre for Career Development (CCD)



Who we support

- Regular stream students
- Co-op students
- Undergrad students
- Graduate students – Masters, PhD and PostDocs



Career resources

- Job search tactics
- Résumés
- Cover letters
- Interview preparation
- Career exploration
- Grad school preparation



Services

- [Individual appointments](#)
- [Drop-ins](#)
- [Workshops & events](#)
- Online resources
 - [CareerHub](#)
 - [Pre-recorded content](#)

WE'D LOVE TO HEAR FROM YOU!

These workshops are for you! We are always looking for ways to improve. Please complete the feedback survey delivered to your inbox after this session.



**UNIVERSITY OF
WATERLOO**



**Centre for Career
Development**