



WHAT TO EXPECT

Workforce Connections is an interviewing open house similar to a career fair layout. Hundreds of local employers will be set up in booths and will conduct mock interviews with you. They will ask you questions, and they will be prepared to provide you with information about careers in their field and at their specific place of employment. They will provide you with a review of your resume and interview skills.

How to Prepare

- Review all materials provided in this packet
- Research job/career fields by using the following resources:
 - www.mygpsforsuccess.org
 - www.onetonline.org
 - www.bls.gov/ooh/
- Research 6-8 local employers who will be in attendance (use the organization research worksheets):
 - www.boces.com/workforce-connections
- Prepare your resume:
 - <http://mygpsforsuccess.com/wp-content/uploads/2017/09/winningedge.pdf>
 - Be sure it is properly formatted and free of errors
 - Bring 6-8 copies of your resume so that you will be prepared to interview a number of employers
- Prepare to interview with 3-4 different companies (more if time allows):
 - Prepare a list of questions to ask the employers
 - Practice answering potential interview questions

Helpful Hints

Remember that your job/career is never fixed so visit a variety of employers and think outside the box! Be open to opportunity. Each employer offers a variety of jobs. For example, a large

mechanic shop has mechanics, accountants, employer managers, salespeople, etc. Almost every employer employs Information Technology and Human Resources staff.

Explore ideas for your future education: Ask employers what kind of training and education are needed. Don't need a job right away? Use this event to practice for your college interviews and also for your future job. Interviewing, resume writing, cover letter writing and professional behavior are *lifelong skills*. Dress neatly and professionally. Local thrift shops may be a good resource for professional clothing.