



# **The Misbourne Careers and Higher Education Fair Booklet**



## What to expect:

The Misbourne's careers and higher education air is an event where a large number of employers, apprenticeship organisations, gap year representatives, university admissions tutors and course providers are meeting together to help provide you and your peers with information, guidance and advice in preparation for your future.

A careers fair is a great place for you to:

- Conduct research to help you with future decisions and to explore various career opportunities.
- Meet employers and course providers face-to-face.
- Make personal contacts that can lead to work experience or work shadowing opportunities.
- Gather information from potential employers and find out what each of them values in its employees.
- Demonstrate an ability to communicate effectively and to gain valuable insights into the world beyond school.

## Tips for success:

1. **Dress Code** – look smart – you might impress a potential employer / work experience provider
2. **Remember** to smile, shake hands firmly and show a positive attitude.
3. **Bring** along a pen (that works) and paper to jot down notes (and it makes you look keen)
4. **Research** the companies and course providers that will be represented at the fair and prioritise your favourites. **See the full list of companies attending on our school website.**
5. **Prepare** a list of questions, based on research, to ask company representatives and course providers.
6. **Review** your skills and personal strengths (include any previous work experience and educational achievements to date).
7. **Prepare** an opening statement or greeting (see page 5 for advice).
8. **Be courteous** and respectful of the privacy of other pupils when approaching an employer or admissions tutor.
9. **Gather** as much information as you can about the company or university/college and find out what you can do to boost your CV.
10. **Follow up** on all leads and/or advice you may have been given (after the fair).

## Things NOT to do:

1. **Don't** cruise the stands with a group of friends.
2. **Don't** "wing it" with employers. Do your homework. Research the companies, universities and colleges that interest you.
3. **Don't** leave it down to your friends/family to ask questions on your behalf.
4. **Don't** be shy! Aim to make a good first impression.

## List of Exhibitors:

There are over 70 exhibitors this year – for an up to date listing, please look on the school's website

<http://www.misbourne.bucks.sch.uk/249/careers-and-higher-education-fair>.

Don't forget large companies like GE Healthcare, GSK & Skanska also have Marketing, Accounts, IT, Human Resource departments as well – it's not just about Healthcare & Construction.

## Presenting yourself:

The companies and course providers are at the careers and higher education fair to give you information and advice, so feel free to ask them any questions you might have.

The following are suggested ways to introduce yourself and possible topics/questions to discuss:

- Give your name, age and year group. In addition to this, try and tailor your introduction and/or questions based on good research and knowledge of each company/course provider —this will generally impress.
- What kind of things can I do while at school to make myself more competitive in the job market/my course application?
- What qualities do you look for in a potential student / employee / apprentice / volunteer?
- What qualifications and/or characteristics do you see in successful applicants (on application forms and at interview)?
- Do you organise university/college taster courses, workshops and events? How do I apply for these?
- What makes your organisation/college/university/ apprenticeship different from its competitors?
- What is the best way to apply for an apprenticeship/college/ work experience position with your organisation?

## Questions to avoid:

- What can your company do for me?
- How much does your company pay?
- Does your company have any jobs available?

## CV writing:

If you would like help writing a CV or you would like your draft CV reviewed – please contact Mrs H Hill on [hhill1@bucksgfl.org.uk](mailto:hhill1@bucksgfl.org.uk)

## Independent careers advice:

The Misbourne subscribes to support from a Careers Adviser from Adviza (Connexions parent organisation). The advisors have access to a range of information, services and products that can help pupils make informed decisions about how to move forward in education, work or training.

They can help you to:

1. Find university/college courses that suit your academic skills and interests
2. Find out what jobs would suit your personality, skills and interests
3. Find useful websites and other sources of information.

Please contact Mrs H Hill on [hhill1@bucksgfl.org.uk](mailto:hhill1@bucksgfl.org.uk) if you would like to book a careers interview during school hours