




# Youth Career Day: Networking and Job Fair

**Workforce Solutions Capital Area**

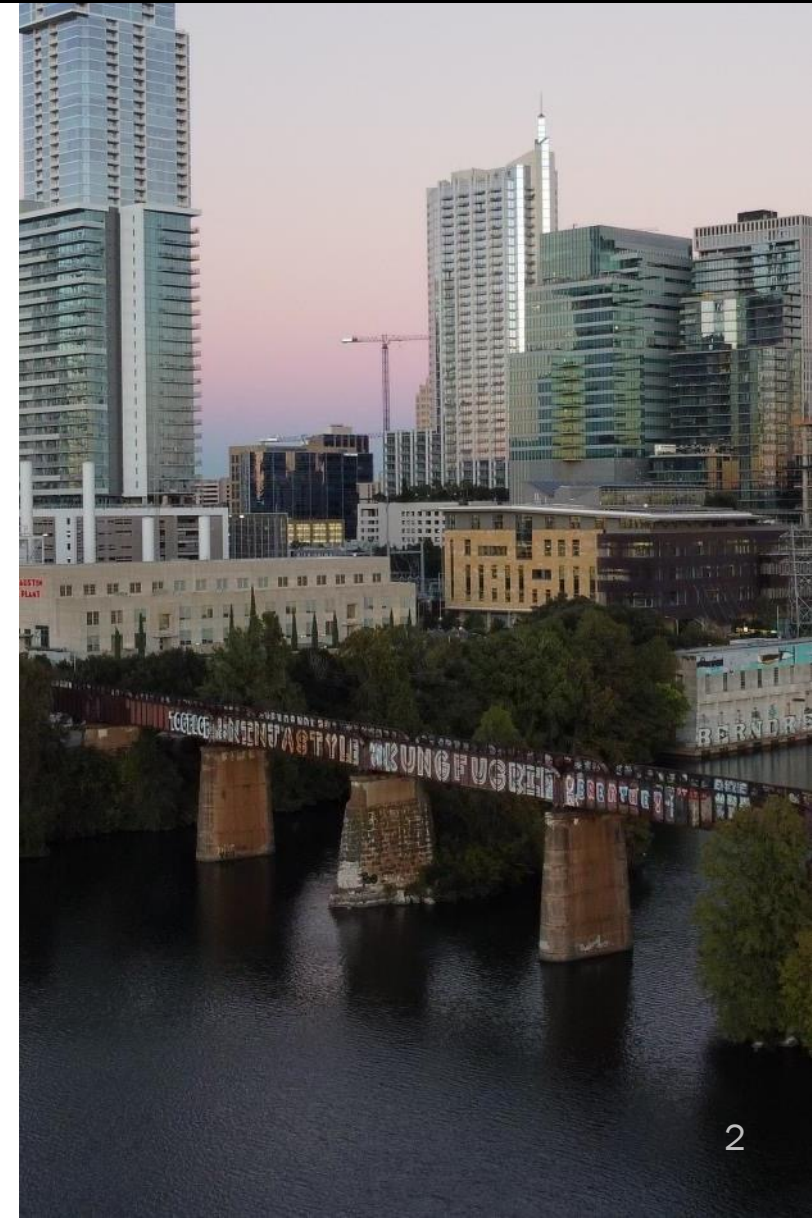
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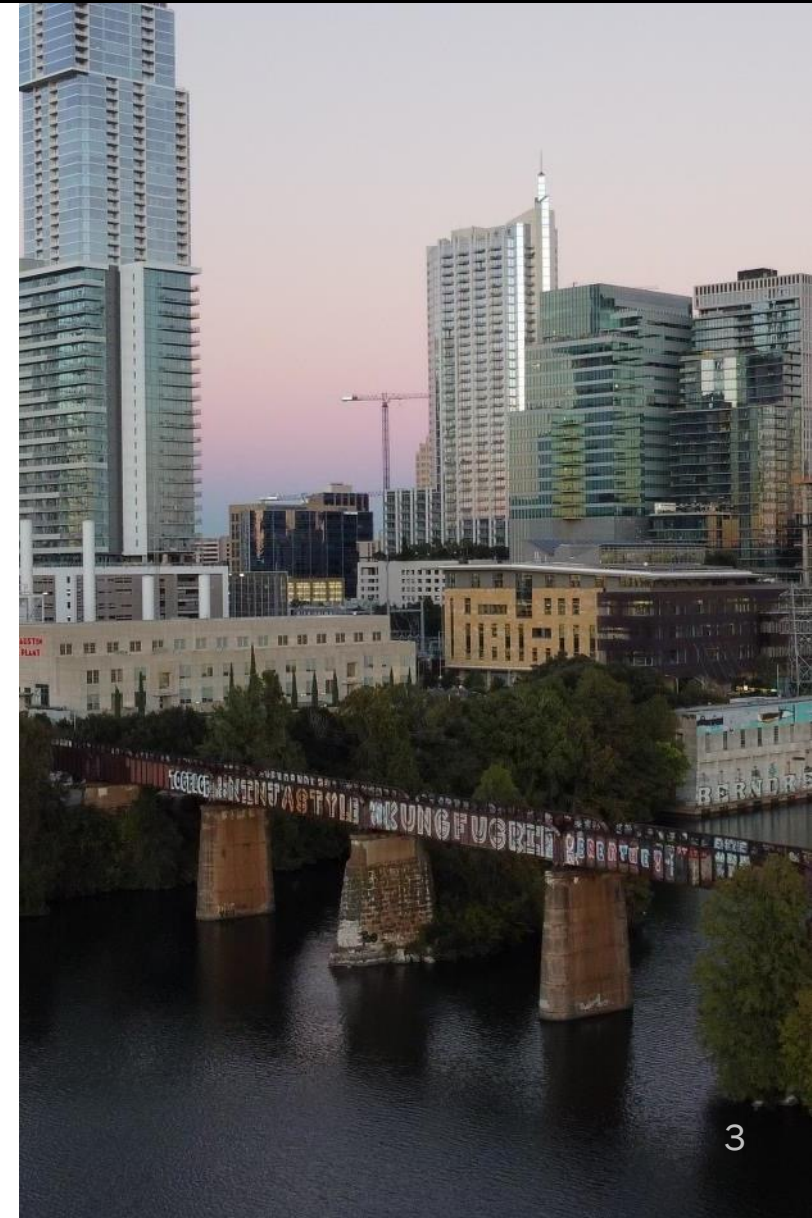
# Youth Career Day: Networking and Job Fair

- **8-8:45 am** Students Arrive
- **9-10:00 am** Welcome Ceremony + Speakers
- **10-10:15 am** Prizes!
- **10:25-10:45 am** Employer Panel
- **10:55-11:20 am** Interview 101
- **11:30-11:55 am** Soft Skills Presentation
- **11:55 – 12:30 pm** Lunch
- **12:00-1:00 pm** Networking Fair
- **1:45-2:00 pm** Prizes + Wrap Up



# Day of Event Logistics + Parking

- **Special Notes:**
- Located at Central Austin Library Downtown in the Special Events Center
- Free parking in parking garage with validation (first-come, first-served)
- Parking garage 2 has best parking to get to event
- Lunch provided
- Registration for youth begins at 8:30 AM.
- Event starts promptly at 9 AM.





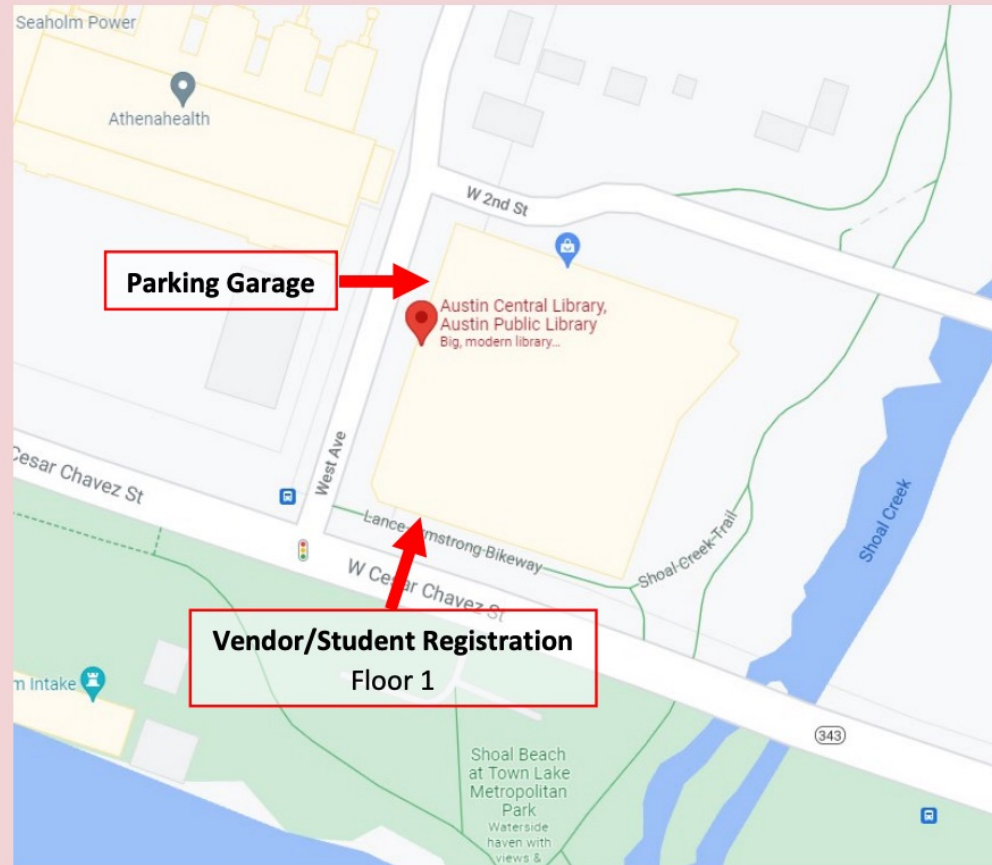
**710 W Cesar Chavez St, Austin, TX 78701**

## GUEST PARKING

- ## DIRECTIONS TO SPECIAL EVENT CENTER

- ## PARKING VALIDATION

- ## MAP



# WHAT IS NETWORKING?

BY: SHANNON SCRIVEN  
WORKFORCE SOLUTION CAPITAL AREA



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# WHAT IS A NETWORKING EVENT?

- Time to meet employers and sale your experience!
  - No, this doesn't mean you \*LITERALLY\* sale your experience, but you want the employer get a good idea of your qualification such as education, training, and achievements.
- Many like-minded professionals are seeking employment and looking to get noticed by employers so come prepared with a resume.
- This is about making connections! If you don't qualify for a job now be sure to grab business cards for the future
- Strictly PROFESSIONAL!



# HOW TO PREPARE?

- Step 1: Come PREPARED to SHINE! (This starts at home)
  - Hygiene (groomed, properly dressed, no over-powering cologne or perfume)
- Looking sharp? Step 2: Resumes! Print as many copies of your resume as possible
  - Remember you will be meeting with over a dozen employers, and you don't want to miss an opportunity. Bring Resumes!
- At the event? Step 3: LISTEN! Yes, you are selling your experience but don't over talk the employer.
  - Be sincere and HONEST! It's okay to ask questions.
- It's your turn to speak? Elevator Pitch Time!
  - Be prepared to speak about your skills and experience in a quick fashion! Practice your elevator pitch. Can you sell the employer in one minute?
  - Networking events move FAST! Remember there's many other people looking for jobs too!
- Utilize the entire space! Walk around and visit all the other tables. Don't put all your eggs in one basket then leave.
  - DON'T hover over employees!



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# WHAT TO WEAR AT NETWORKING EVENTS & HOW TO STAND OUT

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# Why is appearance important?

Conveys a sense of professionalism

Helps make a good impression on business clients or customers

Prevents inappropriate dress in the workplace

Factors such as poor personal hygiene, sloppy appearance, negative outfit choice, and body language all can contribute to a candidate not being hired



# What is appropriate attire?

## Men:

- Wear a suit
- Dress shirt
- Tie (if appropriate)
- Wear matching socks
- Iron your clothing beforehand

Don't wear workout gear, or hoodies even if they're black



# What is appropriate attire?

## Women:

- Skirts or dresses should be no shorter than just above the knee. If there's a split at the back, check this will still be respectable even if the skirt/dress rides up a bit
- Check that the length of your skirt or dress is still OK when you sit down, and that the lining doesn't poke out at the bottom
- Estimate how far you'll have to walk and wear shoes that are comfortable enough. If you want to wear high heels, considering bringing a smart pair of flat shoes in your bag as back-up
- Avoid chipped nail polish





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# Get your outfit together!

**Make sure it is crease free and  
check how you look in front of a full-length mirror.**

**If you have piercings, keep their decoration discreet**

**Prepare an outfit that can be adapted for different temperatures. The building you're in could be over heated or have powerful air-con, whatever the weather outside.**



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# Examples for Women

**DRESS CODES**  
**WOMEN'S**

The image displays five women standing side-by-side, each representing a different dress code. From left to right: 1. Business - Formal: A woman in a black blazer over a red collared shirt and black trousers. 2. Business: A woman in a blue short-sleeved shirt with white polka dots and a dark blue knee-length skirt. 3. Business Casual: A woman in a magenta long-sleeved top and grey trousers. 4. Smart Casual: A woman in a dark blue blazer over a white top and dark blue jeans. 5. Casual: A woman in a green jacket over a grey t-shirt and a black skirt.

Business - Formal    Business    Business Casual    Smart Casual    Casual



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# Examples for Men

**DRESS CODES**  
**MEN'S**

The image displays five men standing side-by-side, each representing a different dress code. From left to right: 1. Business - Formal: A man in a dark blue three-piece suit with a white shirt and dark tie. 2. Business: A man in a light blue dress shirt, a striped tie, and dark trousers. 3. Business Casual: A man in a light pink polo shirt and khaki trousers. 4. Smart Casual: A man in a tan blazer over a blue shirt and tie, paired with blue jeans. 5. Casual: A man in a plaid shirt over a green t-shirt and blue jeans.

Business - Formal      Business      Business Casual      Smart Casual      Casual



# In Conclusion

Just remember, in general it's better to be slightly overdressed, rather than underdressed.

If this post still leaves you feeling lost, just think about whether the outfit you're planning is something you would be comfortable wearing in front of your grandmother. It always works for me!

Above all else, you want them to remember your personality, not your outfit. An accessory you wear might draw their attention or be an ice breaker, but they should remember your smiling face and smart conversation.



*Thank you!*

**Questions?**

**[K-12awareness@wfscapitalarea.com](mailto:K-12awareness@wfscapitalarea.com)**