

My careers expo and job fair planner

Careers expos are a great opportunity to explore future study, training and work options. They can be fun, and being prepared helps you make the most of your time there.

Step 1: Get ready

1. Research before you go

What do I need to know?

What to focus on	Links	Done
Think about your interests, strengths, favourite subjects and future pathways.	Complete My journey planner – especially My profile, About me, and Subjects and pathways.	
Complete the Interest quiz on Tahatū Career Navigator to find out your interest types and explore possible career areas.	Interest quiz	
Save your quiz results to My kete (create an account if you don't have one).	My kete	
Identify career ideas that interest you from the Interest quiz.	Explore career ideas Kaupapa Māori career ideas	
Find out what experience or qualifications are needed for different jobs.	Explore career ideas Explore study and training Video library	

2. What careers am I curious about?

Choose 3 to 5 career ideas you want to explore. Research what work experience and qualifications are required for each role.

Career idea	Why does this career interest me and what do I already know about it?
1.	
2.	
3.	
4.	
5.	

3. My must visit list

Ask your teacher for the list of exhibitors and choose ones you want to visit. Add at least 3 to this list.

Industry organisations	Tertiary education providers	Employers
<i>Example: Chartered Accountants Australia & NZ</i>	<i>Example: universities, wānanga, polytechnics, PTEs</i>	<i>Example: New Zealand Defence Force</i>

4. Finally, get yourself ready

Prepare a short introduction about yourself (name, year level, interest areas).

Kia ora

My name is:

I'm in Year 12 at:

I'm interested in:

Example: Technology and design. I enjoy digital tech, art and problem solving.

I want to explore more about a career in:

Example: IT and art and learn what subjects I might need and training needed after school.

- Take a notebook and pen for making notes.
- Download a copy of the expo floor plan for your region.

Checklist: Before you go

Complete My journey planner: My profile, About me, Subjects and pathways.

Set up a My kete account on Tahatū.

Do the Interest quiz on Tahatū and save your results to My kete.

Choose 3 to 5 career ideas you want to explore.

Research the experience and qualifications needed for those jobs.

Ask your teacher for the expo exhibitor list and choose who you'll visit.

Prepare a short introduction about yourself.

Get a copy of the expo floor plan.

Take a notebook and pen.

Step 2: Exploring the expo

1. Note any career ideas, topics or areas you'd like to find out more about

Example: I want to know more about carpentry. I want to know what it's like in the New Zealand Army.

2. Think about what information you need and what questions to ask

Some example questions:

- What are the entry requirements?
- What skills and subjects are most important?
- Are there any scholarships or internships available?
- What does a typical day on the job look like?
- What jobs do graduates get after this course or training?
- What subjects would be most useful to take if I'm interested in this pathway?

3. Take notes as you go

Take notes on what you learn as you go to the different stands and seminars. Collect brochures and save links. Always thank exhibitors.

Name of stand or seminar	Reflective notes
	Something that surprised me
	Something that was interesting
	Information I found out
	[add in own questions]
	[add in own questions]
	Something that surprised me
	Something that was interesting
	Information I found out
	[add in own questions]
	[add in own questions]
	Something that surprised me
	Something that was interesting
	Information I found out
	[add in own questions]
	[add in own questions]

Checklist: On the day

Dress in a tidy-casual way.

Start with your priority stand.

Ask questions about entry requirements, subjects needed, scholarships, typical day, next steps.

Take short notes at each stand, seminar or career chat.

Collect brochures and save links.

Be polite and thank the exhibitors.

Step 3: Plan your next steps

After the expo, reflect on what you saw and heard from training providers and employers and start developing your next steps.

1. Update and finish My journey planner

Continue to build up the information in My journey planner. Finish the sections My goals, Next steps and actions, Who can help me, and Reflections.

2. List any new jobs and qualifications you found out about

Job or qualification

Job or qualification

Job or qualification

3. Reflections from the expo

What new career idea did I discover that I want to learn more about?

Have my ideas about careers changed? If so, how?

What questions do I still have?

4. Continue to explore and ask questions

- Visit Tahatū Explore career ideas and kaupapa Māori career ideas for more details on jobs that interested you.
- Talk to the career adviser at your school. They can help you to identify possible study and training options.
- Use the information on Tahatū to support your research.
- How to find your career path
- Making a career decision
- How to choose NCEA subjects
- Paying for study and training
- Finding and applying for scholarships
- How to write a CV
- How to write a cover letter
- Doing an interview

Checklist: After the expo

Update My journey planner.

List any new jobs and qualifications.

Revisit Tahatū to explore pathways in more detail.

Follow up with any contacts you made during the expo.

Talk to your career adviser for guidance on subjects, study and training options.
