Your action plan.

How to use your action plan

Take a look at the employer profiles on the Fair website and don't overlook organisations whose names you don't recognise - they may have just the job for you! When you've located the employers that you are interested in, note down their names in the 'Employer Name' column. Then, using the 'Order' column note the order in which you'd like to visit them. On the day of the fair you'll be given a Fair Guide and a floor plan, this will tell you the stand number of each employer, add these to your action plan so it is easier for you to locate the employers that you want to meet. You can use the 'Notes' section to remind yourself of any questions that you wish to ask or to record details you'd find useful when talking to employers. Once you've spoken to employers at the fair you could note useful information in this section too.

Employer Name	Stand Number	Order	Notes